



2002 - 2003

**The Nonfiscal Surveys of the
Common Core of Data**

**School Universe Survey
Agency Universe Survey**

Software Manual

January 24, 2003

Revised March 26, 2003

Table of Contents

1.0	<u>Introduction to the Common Core of Data Surveys</u>	1
1.1	Survey Background	1
1.2	Survey Frequency and Data Collection	1
1.3	Data Products	2
1.4	Contacts	2
2.0	<u>Getting Started</u>	2
2.1	Hardware Requirements	2
2.2	Internet Requirements	3
3.0	<u>CCD Software Installation</u>	3
3.1	Downloading Software	3
3.2	Installing the CCD Software	3
4.0	<u>Importing Data Files</u>	5
4.1	General Guidelines	5
4.2	Text Files	6
4.3	Excel Files	6
4.5	Reviewing the Import Report	7
5.0	<u>Software Screens</u>	8
5.1	List of Software Processing Steps	8
5.2	CCD Entrance Screen	9
5.3	Main Menu Screen	11
5.4	Import Option Screens	13
5.5	Universe Match Screen	18
5.6	Edit Check Screen	20
5.7	Generate/View Reports Screen	21
5.8	View/Update Agency Screens	24
	General Agency Information Screen	24
	General School Information Screen	30
5.9	View/Update School Screen	36
5.10	Export for Submission Screen	36
6.0	<u>Sending Transmission Files to the Census Bureau</u>	37
6.1	Sending a File Utility	37
7.0	<u>Keyboard Keys</u>	38

Appendix A-1: School Universe <u>Multiple</u> Record Format	39
Appendix A-2: School Universe <u>Long</u> Record Format	42
Appendix A-3: Agency Universe <u>Multiple</u> Record Format	48
Appendix A-4: Agency Universe <u>Long</u> Record Format	52
Appendix A-5: Access Database Single Field Format	56

1.0 Introduction to the Common Core of Data Surveys

1.1 Survey Background

The National Center for Education Statistics' (NCES) goal for the Common Core of Data (CCD) is to provide a comprehensive and timely national statistical database of all public elementary and secondary schools, education agencies, and programs. This database is to be comparable across all states and territories.

The purpose of the CCD is to collect basic statistical information on all children in this country receiving a free education from prekindergarten through twelfth grade.

The CCD contains the following categories of information: identifying information and basic statistics. The identifying information includes names, addresses, and administrative information; basic statistics include numbers of students and staff, demographic information on students and staff, high school completion rates, and student dropout data. The CCD is maintained in three separate, but linked, data sets: public elementary and secondary schools, local education agencies, and states.

The primary objectives of the CCD are to maintain:

Official listings of public elementary and secondary schools and education agencies in this country;

Basic information and descriptive statistics of the schools and agencies.

1.2 Survey Frequency and Data Collection

The three Nonfiscal Surveys of the Common Core of Data: Public Elementary/Secondary School Universe Survey; Local Education Agency (School District) Universe Survey; and State Nonfiscal Public Elementary/Secondary Education Survey are conducted annually.

1.3 Data Products

The surveys provide nested information. The data in the school universe are reflected in the agency universe, and the school and agency universe data are reflected in the state aggregate surveys. The counts in all three surveys may not be equal, but the differences should be consistent and explanations should be provided.

1.4 Contacts

The following persons can be contacted for information on the CCD surveys. Julia Naum, Jane Thomas or Terri Kennerly can provide help with informational content and survey submission process inquiries. If you prefer to explain your problem in writing and have someone call you, send e-mail to:

govs.ccd@census.gov

Julia Naum, Jane Thomas and Terri Kennerly can be reached at the following telephone numbers:

1-800-451-6236

1-866-394-0138 (FAX)

2.0 Getting Started

2.1 Hardware Requirements

IBM Compatible Personal Computer (Pentium recommended) with:

Windows95 or newer

16 Meg of RAM recommended

5 MB software, 10 -100 MB data

Super VGA monitor or better @ 800 X 600 or higher resolution

If you are unsure of your system setup, please consult your technical support, or contact the Census Bureau staff listed in this manual.

2.2 Internet Requirements

Access to the Internet for downloading/uploading
Recent Browser (i.e., Internet Explorer 4.01 + or Netscape 3 +)

3.0 CCD Software Installation

3.1 Downloading Software

The CCD Software is available for downloading from the Internet at the Census Bureau's Web site.

<http://www.census.gov/govs/www/ccd.html>

3.2 Installing the CCD Software

Be sure to read the instructions for how to download and install the software. These are summarized below. Announcements will tell you the release date of the software and give information on recent modifications.

NOTE: The CCD Software is to be used only for reporting the school and agency information. The Web form should be used for reporting State Nonfiscal information.

1. Uninstall the previous version of the CCD software.

Open the Control Panel. (Start | Settings | Control Panel).

Double-click the Add/Remove Programs icon.

Select CCD from the list.

Click the Add/Remove button.

Click the Yes button to remove the old software.

Click the Remove None when prompted about uninstalling shared files.

NOTE: Your local technical support staff can provide assistance with this.

2. Download the software, data archives, Excel macro file, and Access Import Database by clicking on the appropriate selections. If your Web browser gives you the option of binary or ASCII downloads, choose binary. If the browser asks whether to *Open it* or *Save to Disk*, choose *Save to Disk*.

NOTE: If you need assistance using the Internet, consult either your technical support staff or email us at *govs.ccd@census.gov* or phone 1-800-451-6236.

3. Install the software by double-clicking on the CCDInstall.exe filename in Windows Explorer.

IMPORTANT - If your computer is running Windows NT or 2000 or XP, the installer **MUST** have administrative rights. If you do not have administrative rights, have CCD installed by your technical support staff. Also, you should close all other applications before installing CCD.

From Windows Explorer, select the directory containing the downloaded files.

Double-click on *CCDINSTALL.EXE*.

Click on the **Setup** button.

The Setup application will state *Copying Files, please stand by*.

Once all files are copied, you will get a message stating: *Welcome to the CCD Installation program. Setup cannot install system files or update shared files if they are in use. Before proceeding, we recommend that you close any applications you may be running.*

Choose **OK** to continue Setup.

By default, CCD Setup will install the software in *C:\Program Files\ccd*. You have the option of overriding this default directory but it is recommended that you **DO NOT**. If you opt to change the default location, you **MUST** use the same location when installing your state data file.

Click on the computer button to install the CCD software.

A message stating: *Installing Data Access Components* will appear while these components are installed.

Once the Data Access Components are installed, the CCD setup will continue.

You may get one or more Version Conflict boxes stating: *A file being copied is older than the file currently on your system. It is recommended that you keep your existing file.... Do you want to keep this file?* ALWAYS respond YES to this question.

Finally, this message is displayed: *CCD setup was completed successfully.*

Click **OK**.

At this point setup is complete, but you must complete the next step before using the CCD software.

4. Install the state data file by selecting your state.

From Windows Explorer, select the directory containing the downloaded files.

Double-click on *CCDxxMDB.EXE*.

xx = Your state's abbreviation

If you did not install CCD in *C:\Program Files\ccd*, please change the *Unzip To Folder* to the correct location.

4.0 Importing Data Files

4.1 General Guidelines

Multiple files can be imported for either survey and appended to data already imported. The data fields must be in the record positions as specified in the CCD manual. See the Appendices for the record formats.

In text data fields most values (alphabetic or numeric) are accepted, however, data that cannot be imported (alphabetic when numeric is expected as in the phone number fields) will be imported as "?".

Due to the conversions listed below, negative data is not allowed in a numeric field. Please call or email the CCD staff if you have this type of situation.

In numeric data fields the following conversions are made during the import operation:

1. Missing (M) data are converted to "-1".
2. Not applicable (N) data are converted to "-2".
3. Blank data are converted to "-3".
4. Data that cannot be imported (such as numeric data too large for the data field) will be imported as "-4".

You can use these conversions instead of " M", " N", or " blank" in your import file if you choose to.

4.2 Text Files

Fixed length - both the School and the Agency text files can be in long or multiple record format.

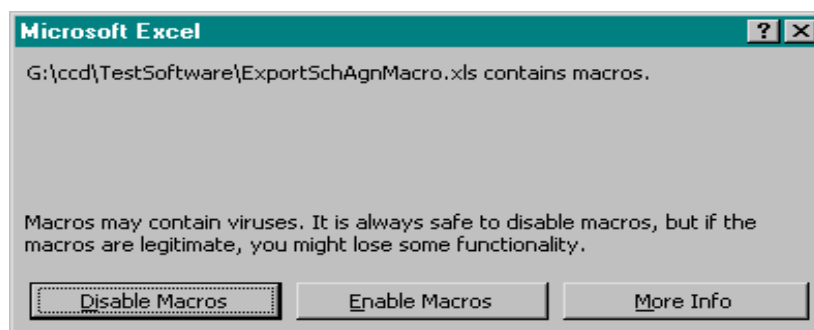
4.3 Excel Files

To import data from Excel spreadsheets, you **MUST** run the Excel macros found in the file ExportSchAgnMacro.xls. The macro reformats the spreadsheets and exports them to text files which can be imported into the CCD software.

Excel files must be in multiple record format.

You can download the ExportSchAgnMacro.xls file from the website. To run the macro, please do the following:

1. Open ExportSchAgnMacro.xls



Select **Enable Macros**

2. Open your state's Excel file

From the Menu bar select **Tools** and then **Macros**. Two macros will be displayed: one for the agency data and one for the school data. Select the appropriate macro and select **Run**. Follow the steps in the macro to convert the data to a text file.

4.4 Access Database

Access tables must be in multiple record format. The tables to import must be in the correct format.

You can download the empty Access Database with the table structures from the website.

4.5 Reviewing the Import Report

Be sure to review the Import Report after importing your data. If you need to make global corrections; fix your text, Excel file(s), or Access tables and import the revised file(s).

Corrections to the following fields must be done to the text, Excel file(s), and Access tables and the revised file imported. Be sure to overwrite the current data with the revised data.

LEAID
STID
SCHNO
SEASCH
Agency Name

5.0 Software Screens

5.1 List of Software Processing Steps - the CCD Software works as follows:

- Respondent selects the database to use.
- Respondent imports school/agency data from one of the file types:
The text file can be in long or multiple record format. Excel files and Access tables must be in multiple record format.

Text - fixed length

Microsoft Excel Spreadsheet - using Excel macro to convert spreadsheets to text files

Microsoft Access Database - use multiple record format only

- Respondent reviews/ prints the Import problem report. Be sure and review this report before reviewing your data.
- Respondent runs the Universe Match routines in the order listed or select the *All of the Above* option:

CY to PY - Agencies
CY to PY - Schools
Agency to School
- Respondent reviews/ prints the Match report. Use this report to help resolve your errors in the View/Update Agency or School routines.
- Respondent can review and update the school/agency data by using the View/Update Agency or School routines.
- Run the Edit Check routine and view the edit report. Make changes to the data using the View/Update Agency or School routines.
- Once all corrections have been made, review/print the Agency and School Summary reports.
- Create a transmission file to send to the Census Bureau using the Export for Submission routine. Do not change the name of the text file. The name of the text file will be:

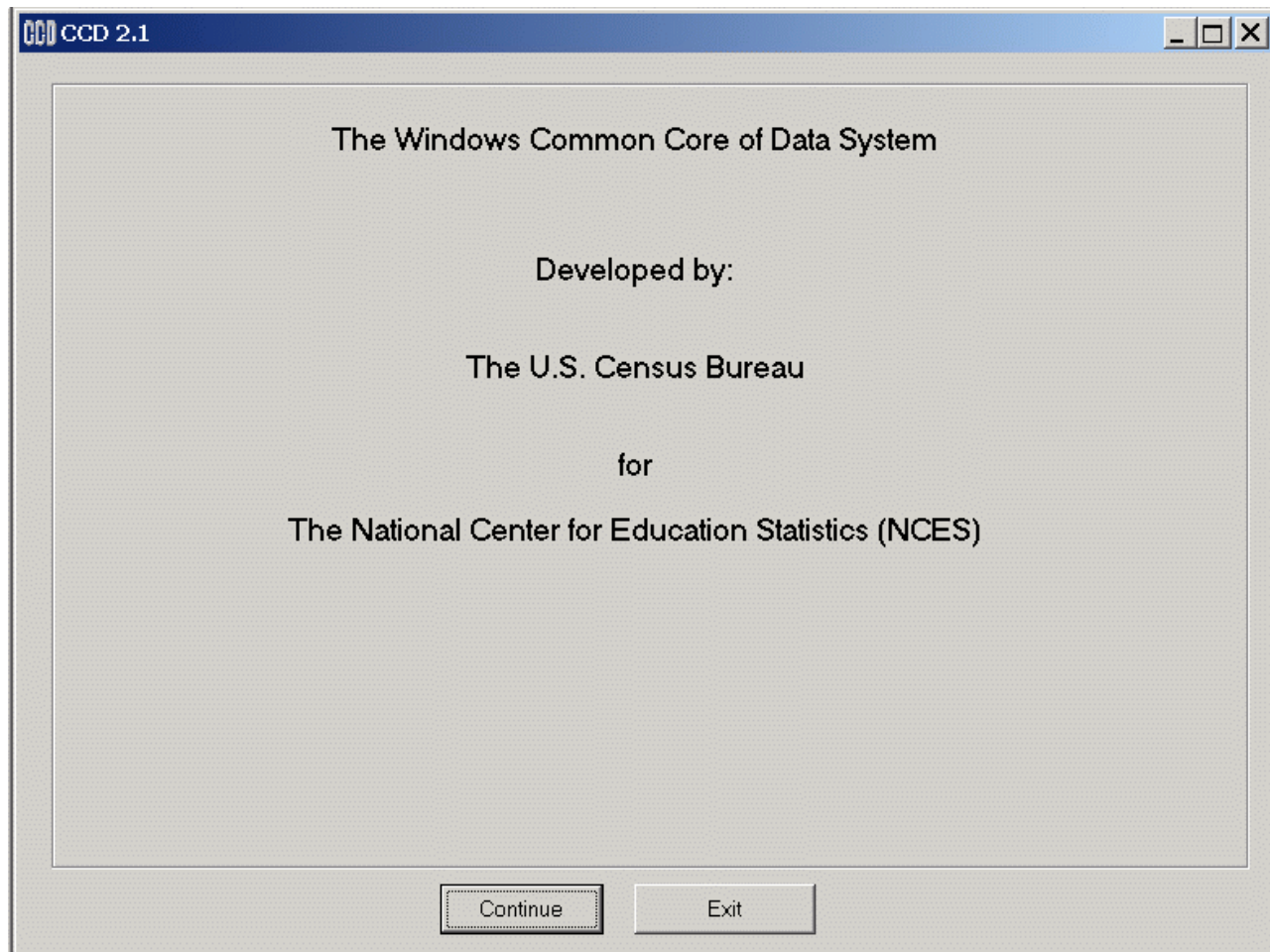
xxSchAndAgn.txt

xx = state abbreviation

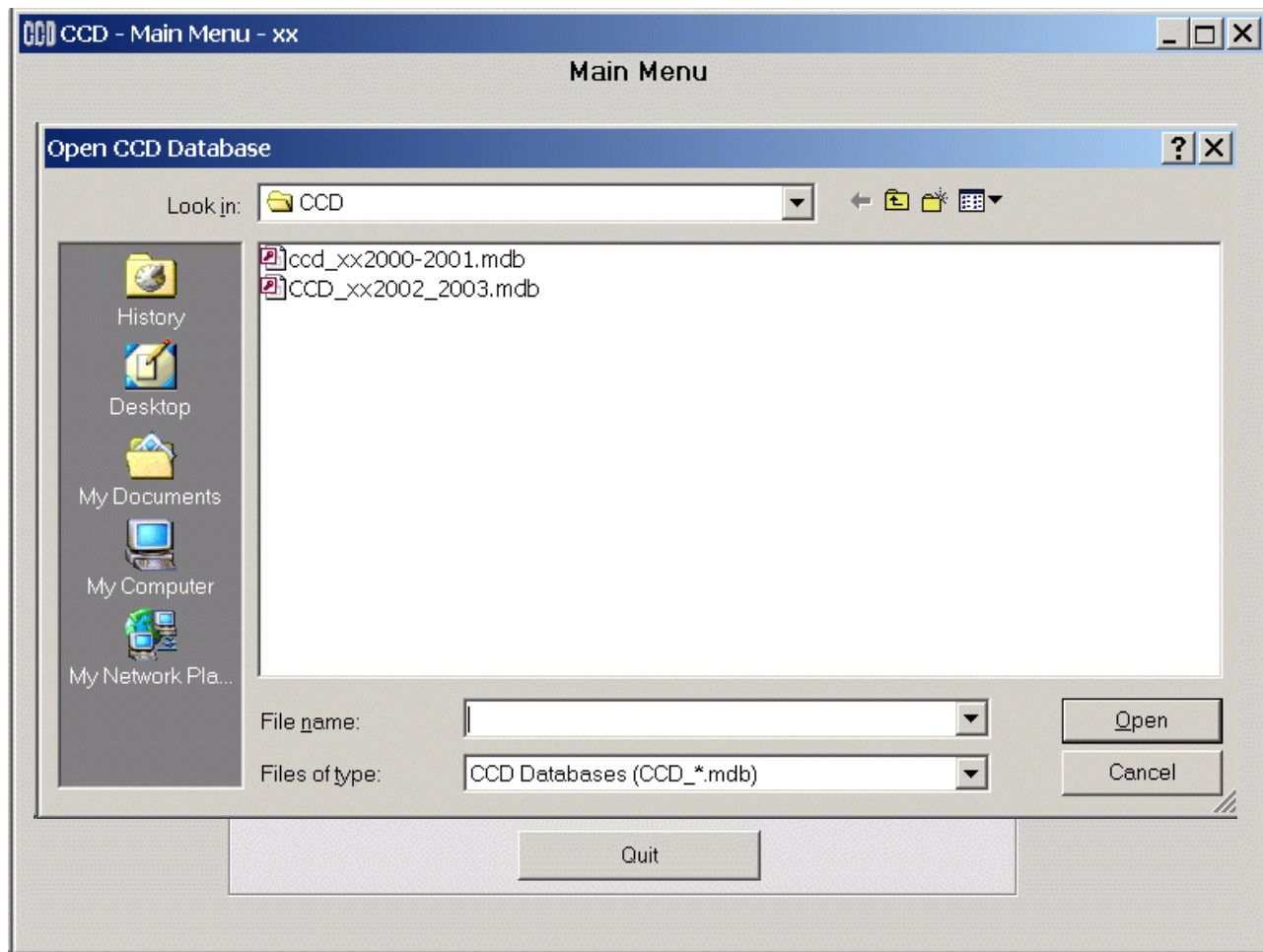
- Select the Utilities button on the Main Menu to compact your database after exporting your data.
- FTP the transmission file.

5.2 CCD Entrance Screen

Press **Continue** button or **ENTER** to access the next CCD Software screen.



Press **Exit** button to terminate the CCD Software.

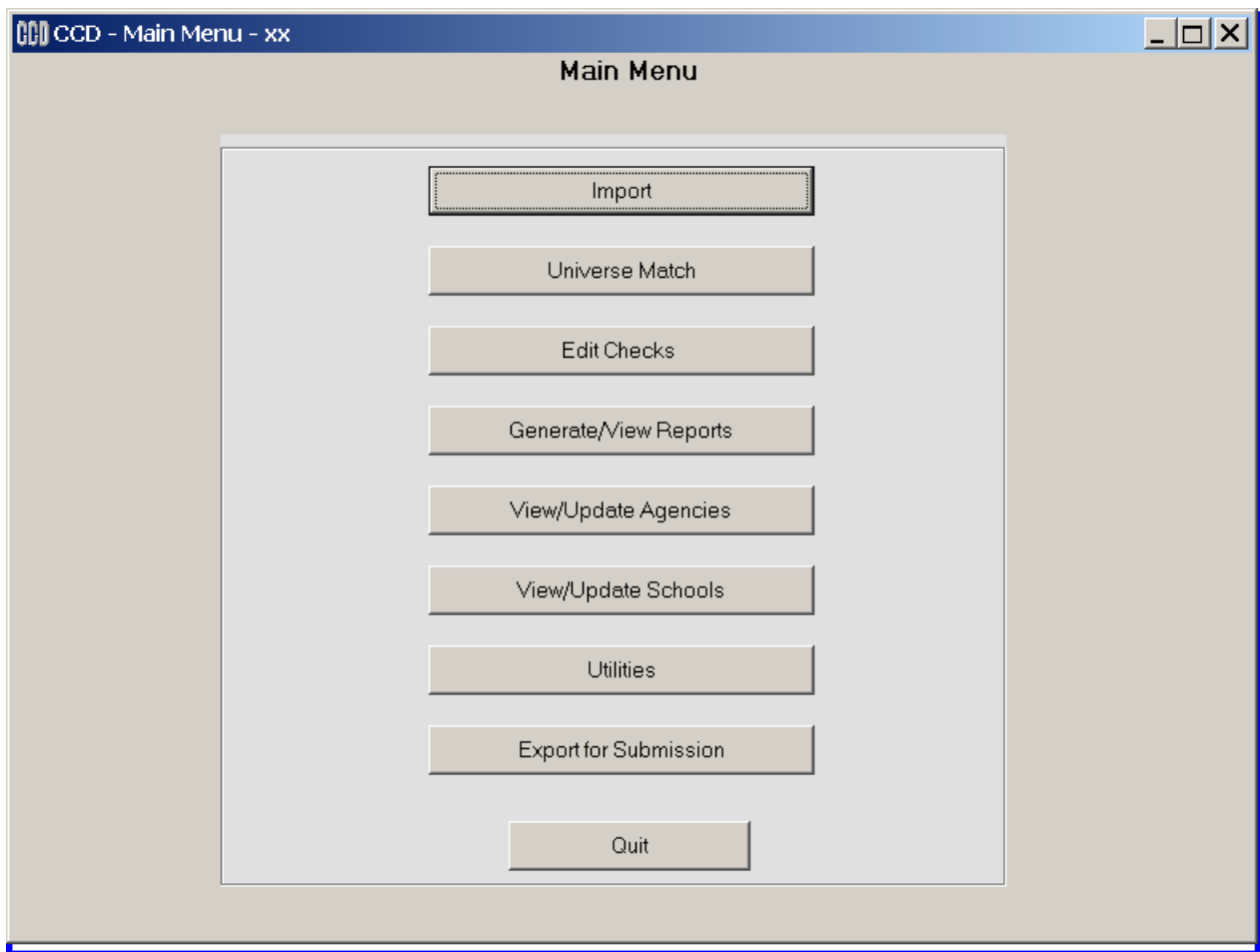
Select State Database Screen

Select your state's database. Press **Open** button or **ENTER** to access the file.

Press **Exit** button to return to the previous screen.

5.3 Main Menu Screen

The main menu's options provide direct access to all the major functions. The user can import their state's current school/agency files; match prior year to current year files; match agency to school files; perform cy/py agency/school edits; generate or view reports; view/update agency and school records; and prepare files for export.



Generally, the buttons should be selected in the order that they appear on the menu.

Press **Import** button to import agency and/or school files into the CCD Software.

Press **Universe Match** button to match current year files to prior year files, and match agencies to schools.

Press **Edit Checks** button to run the edits for the agency and school data.

Press **Generate/View Reports** button to produce import, match, summary or edit reports.

Press **View/Update Agencies** button to view or correct CCD agency data.

Press **View/Update Schools** button to view or correct CCD school data only.

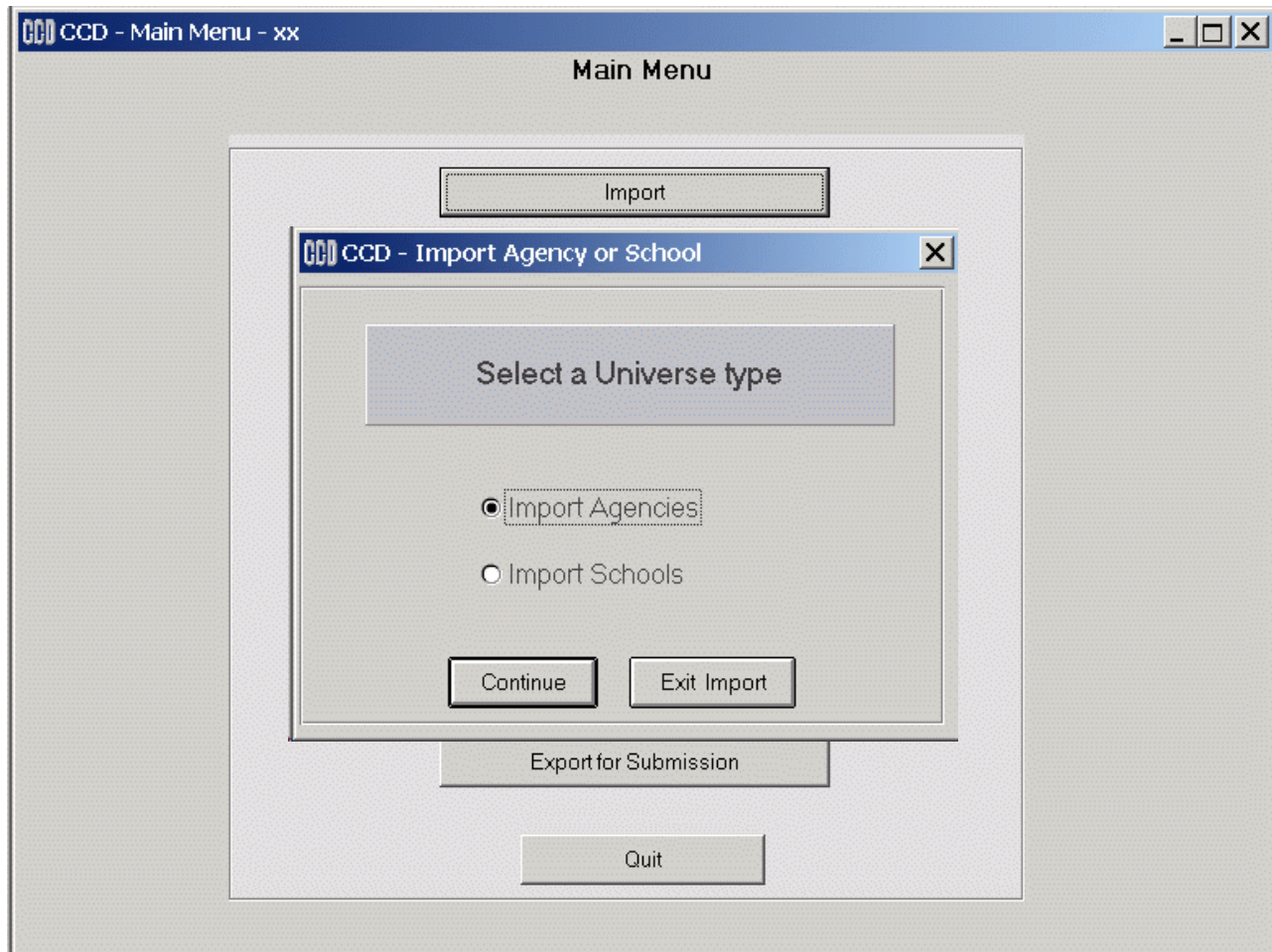
Press **Utilities** button to perform various functions to the files.

Press **Export for Submission** button to prepare the file for data submission to the Census Bureau.

Press **Quit** button to terminate the CCD Software.

5.4 Import Option Screens

Import Agency or School Screen



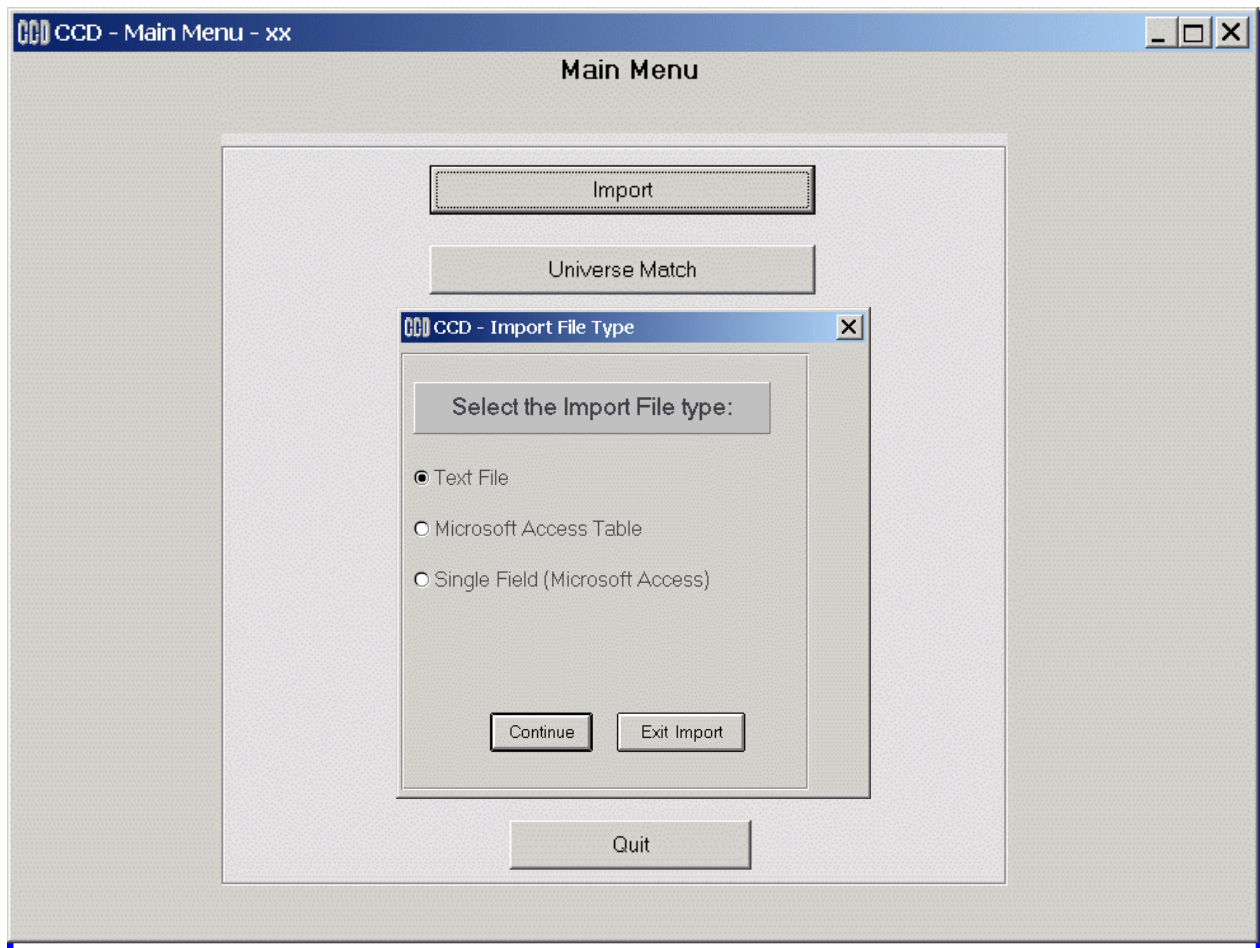
Select either the **Import Agencies** or the **Import Schools** option.

Press **Continue** or **Enter** to go to the next screen.

Press **Exit Import** to exit the Import option and return to the Main Menu.

Select the type of file being imported.

Select the Import File Type Screen



Select **Text file** to import long or multiple record files. The data can be in one or many text files. More than one file can be selected at the same time and imported one after the other. Make sure that only the agency files are selected to be imported for the agency import and likewise for the school import.

Select **Microsoft Access Table** to import Access tables from an Access Database. You will then be asked which tables you want to import. Select only agency tables during the agency import, and school tables during the school import.

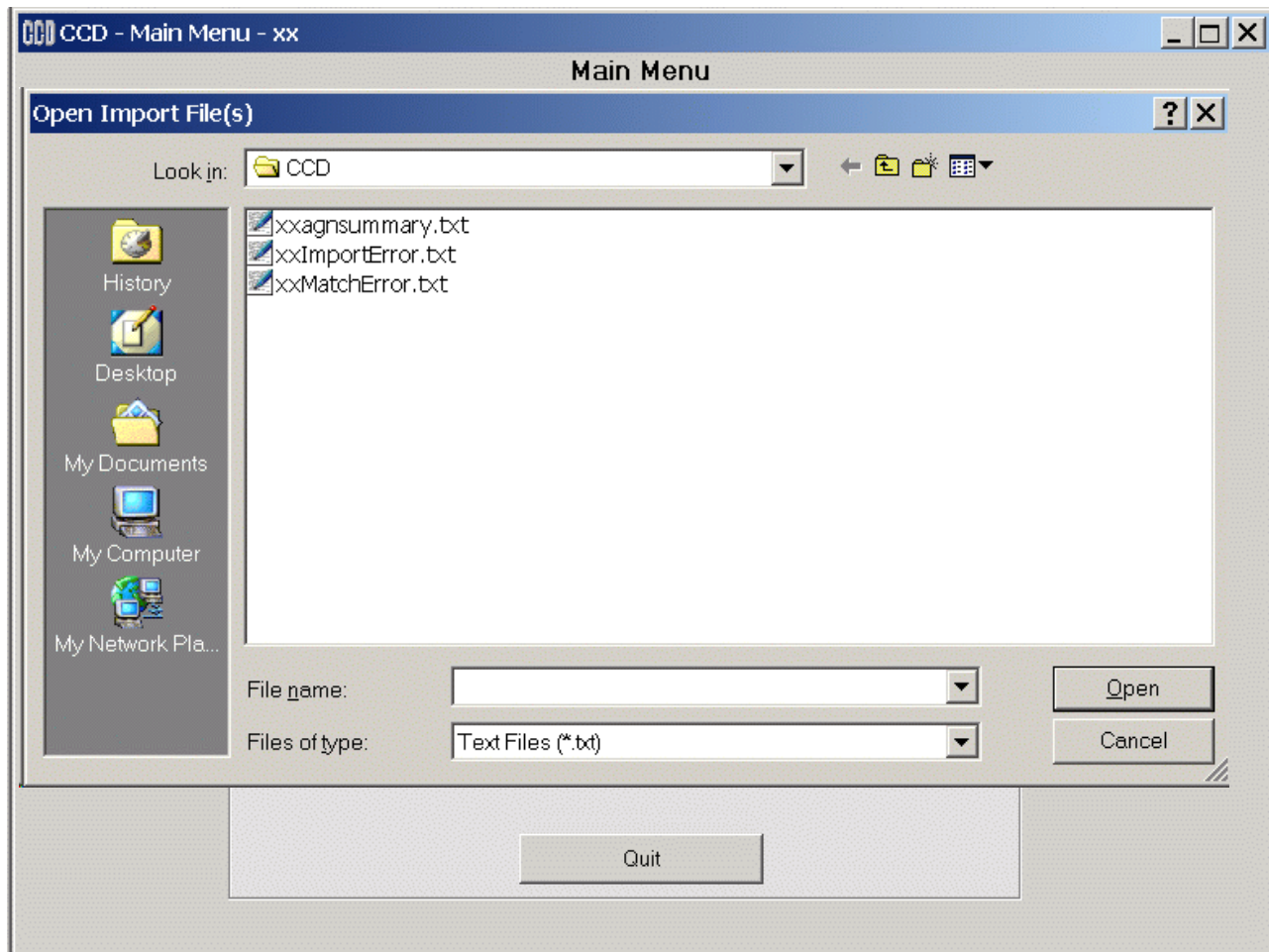
Select **Single Field (Microsoft Access)** to import Access tables from an Access Database which are in a single field format. See Appendix A-5 for the format.

Press **Continue** or **Enter** to import selected file.

Press **Exit Import** to exit the Import option and return to the Main Menu.

Import File Screen

Select the location of the file(s) being imported.



Select the file(s) to import. Use the **Ctrl** key with your mouse to select more than one file to import.

Press **Continue** or **Enter** to import selected file(s).

Press **Cancel Import** to return to the previous screen.

Importing Agency/School Data Screen

Import Agency Data - xx

Importing Agency Data

Reading Record #:

From Table:

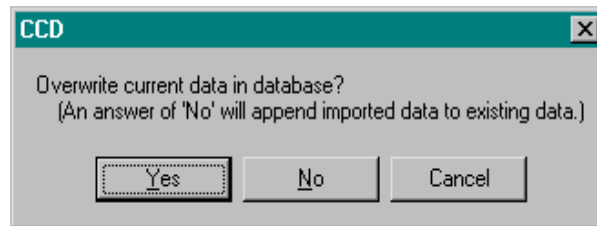
In File:

Import Exit

Press **Import** or **Enter** to import the file(s).

Press **Exit** to return to Select a Universe Type screen.

Importation of new files can overwrite current data in database based on the response.



Press **Yes** and data in database will be overwritten. The Import operation continues.

Press **No** and data in database will NOT be overwritten. The data will be appended to the database. Use this option when importing multiple text files.

Press **Cancel** and the Import operation is cancelled.

Once the file(s) have been imported, the file(s) are backed up. The Select a Universe Type screen is redisplayed.

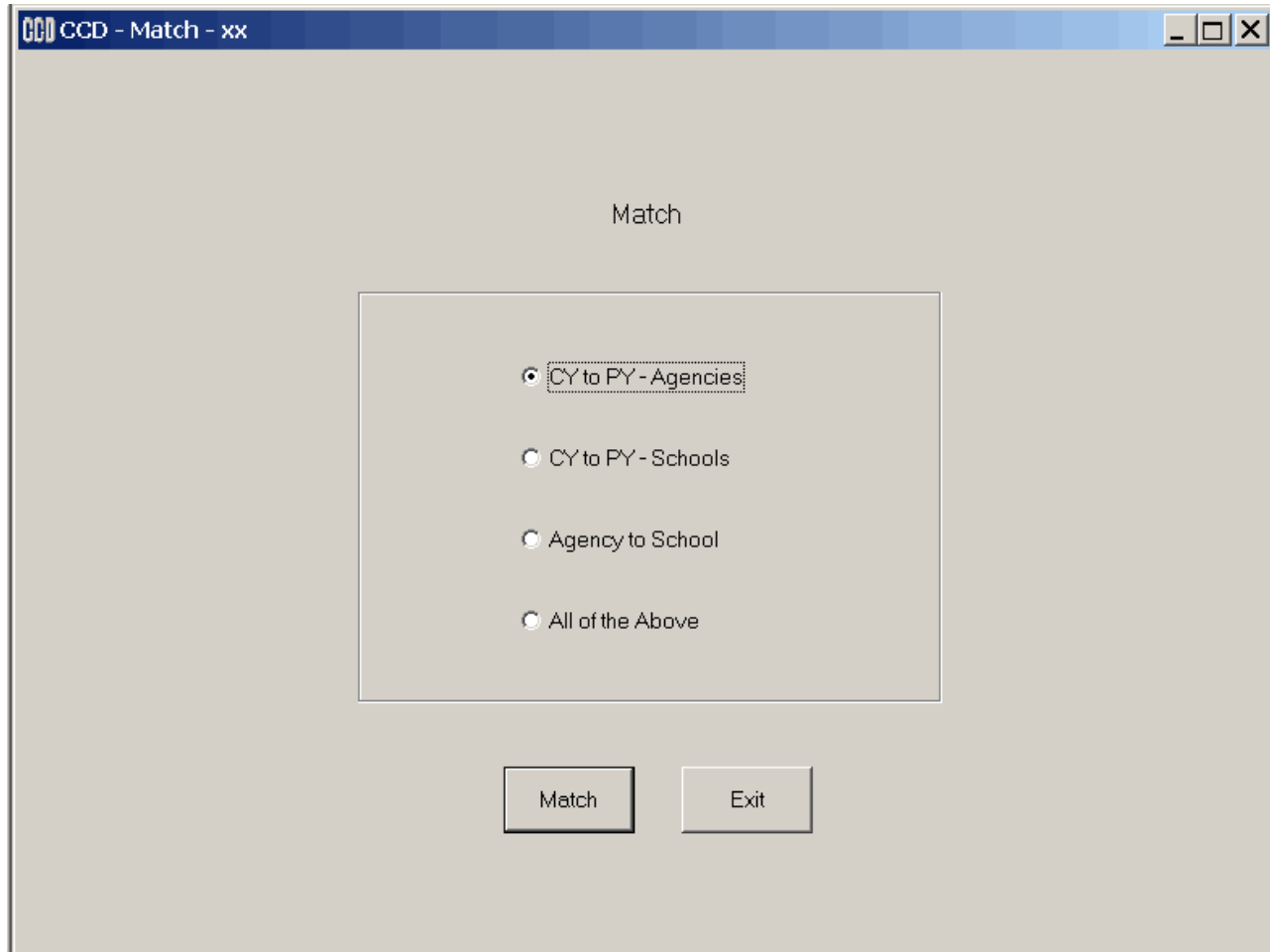


Press **Exit Import** to return to the Main Menu.

Repeat above steps to import the school file(s).

5.5 Universe Match Screen

Press **Universe Match** button to display the Match option screen.

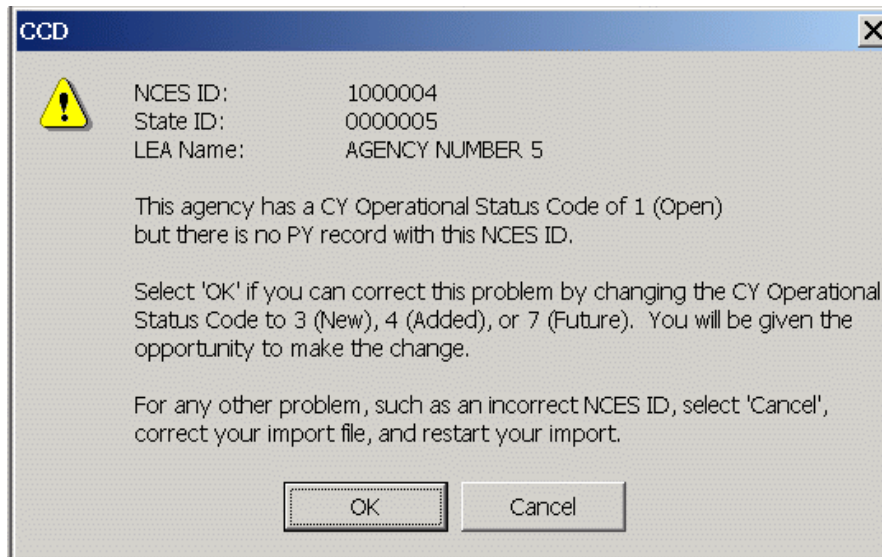


Select a Match option: Current Year to Prior Year Agency match; Current Year to Prior Year School match; or Agency to School match; or All of the Above. These matches must be done in the order shown.

Press **Match** or **Enter** to perform selected match option.

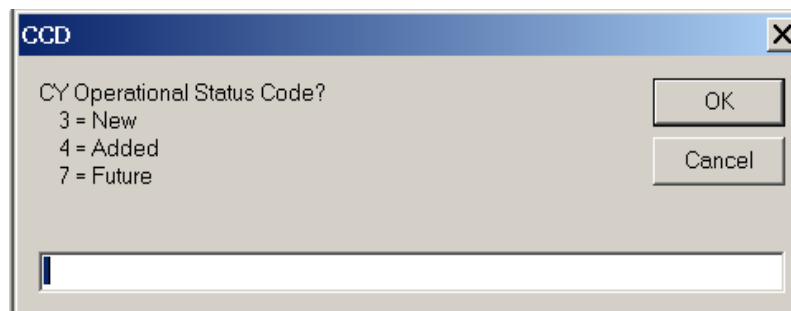
Press **Exit** to exit the Universe Match option and return to the Main Menu.

Messages are displayed in the Match option - for example, the record is in the current year file, but not in the prior year file or vice versa.



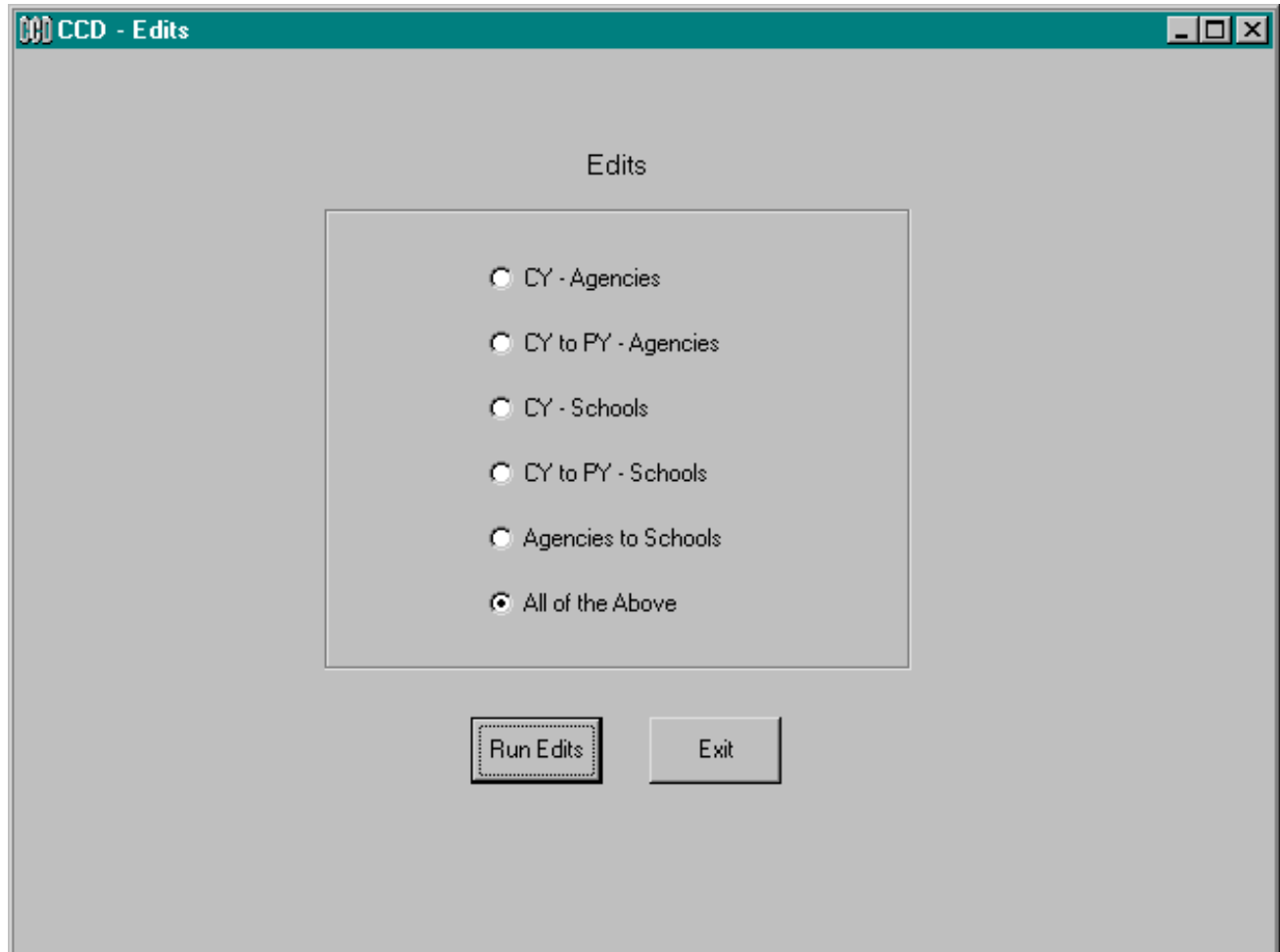
Press **No** leaves the identified status problem unresolved. This case is considered a nonmatch case.

Press **Yes** to change the status code and display the following message:



Follow instructions outlined in each message to resolve errors.

5.6 Edit Check Screen



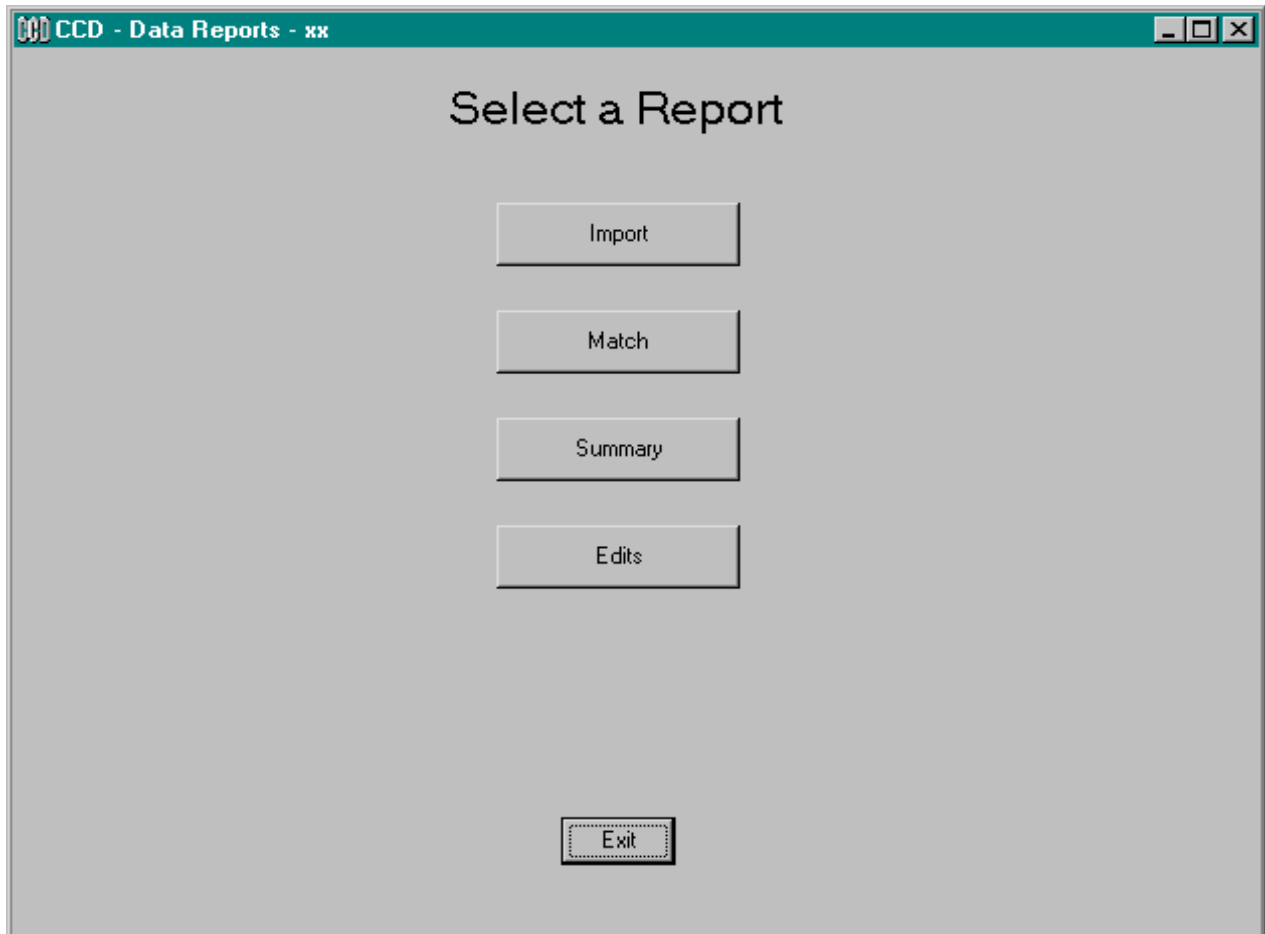
Select the types of edit to be run and press the **Run Edits** button. Each time the edits are run, the existing edit report is cleared out and a new edit report is created.

Press **Exit** to exit the Edits option and return to the Main Menu.

5.7 Generate/View Reports Screen

Press **Generate/View Reports** button to preview and generate import, match, summary and edit reports.

Select a Report Screen



Press **Import** button to display the Import report.

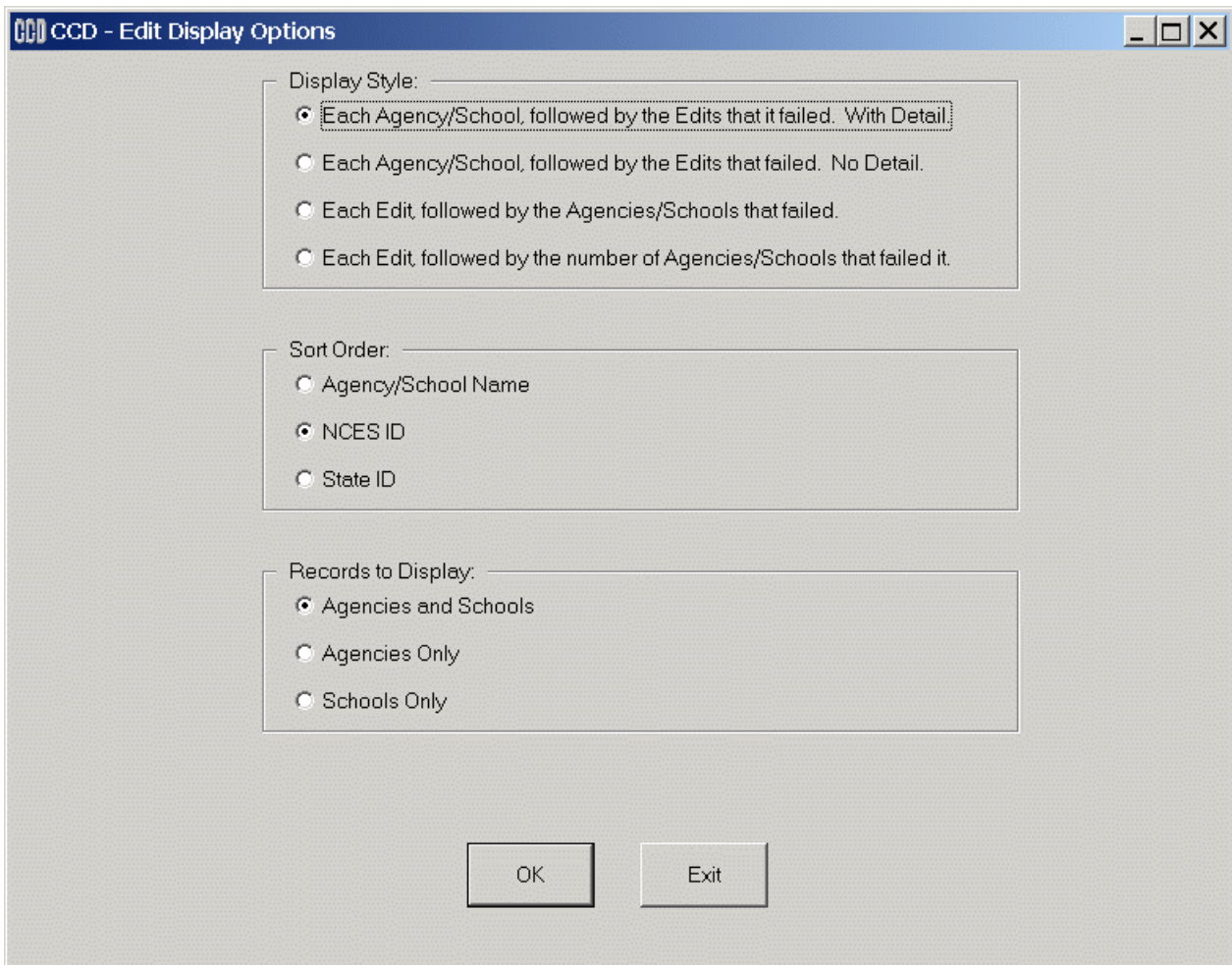
Press **Match** button to display the Match report.

Press **Summary** button to display the Agency and School Summary reports.

Press **Edits** button to display the Edit report screen. The edit report can be displayed and sorted in different ways. Use the radio buttons to select the display and sort of the report. Select Edits Checks from the Main Menu to run the edits before viewing the Edit report.

Edits Display Options Screen

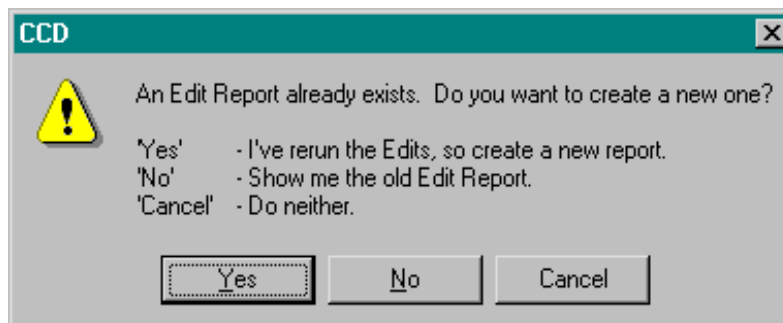
If an edit report already exists, the following message is displayed:



The screenshot shows a Windows-style dialog box titled "CCD - Edit Display Options". It contains three sections of radio button options:

- Display Style:**
 - ☒ Each Agency/School, followed by the Edits that it failed. With Detail.
 - ☐ Each Agency/School, followed by the Edits that failed. No Detail.
 - ☐ Each Edit, followed by the Agencies/Schools that failed.
 - ☐ Each Edit, followed by the number of Agencies/Schools that failed it.
- Sort Order:**
 - ☐ Agency/School Name
 - ☒ NCES ID
 - ☐ State ID
- Records to Display:**
 - ☒ Agencies and Schools
 - ☐ Agencies Only
 - ☐ Schools Only

At the bottom of the dialog are two buttons: "OK" and "Exit".



The screenshot shows a smaller Windows-style dialog box titled "CCD" with a yellow warning triangle icon. The text inside reads:

An Edit Report already exists. Do you want to create a new one?

Below the text are three options:

- 'Yes' - I've rerun the Edits, so create a new report.
- 'No' - Show me the old Edit Report.
- 'Cancel' - Do neither.

At the bottom are three buttons: "Yes", "No", and "Cancel".

After selecting the appropriate button, the edit report is displayed:

Page 1 2002-2003 CCD Edit Report for xx 1/23/2003 3:09 PM
Sorted by LEAID and Edit

NCES ID: 1000000 AGENCY NUMBER 1 - Agency
State ID: 0000001

MSTATE - Must enter data in this field.
Invalid Value XX

PHONE - Must be a 10 digit number greater than 2010000000 , M or N.
Invalid Value 1,234,567,890

LSTATE - N is not valid for this field.
Invalid Value XX

UNION is inconsistent with the reported AGTYPE
UNION 0
AGTYPE 1

TOTTCH < Sum of Detail
Total Teachers 316.9
Sum of Detail 12,512.4

MIGRNT - Inconsistencies between current and prior year reported data
Current Year 0
Prior Year 555

The report can be saved and printed. You may also type notes on the report. When exiting the report, the following message is displayed.

CCD

Do you need to save your annotations?

Yes No

You are then returned to the Edit Display Options Screen. Select another edit report to generate or select **Exit** to return to the Select Another Report, then select **Exit** to return to the Main Menu.

5.8 View/Update Agency Screens

Press **View/Update Agency** button to display state agency and/or school record screens for data review and correction.

General Agency Information Screen - Page 1

CCD - View/Update Agencies - xx Page 1

Agency: AGENCY NUMBER 1 LEAD: 1000000 STID: 0000001

Mailing Address:

Street: 111 AGENCY DRIVE
 City: BIG CITY
 State: XX
 Zip Code: 12345 - 6789
 Phone: (123)456-7890

Location Address:

Street: 111 AGENCY DRIVE
 City: BIG CITY
 State: XX
 Zip Code: 12345 - 6789
 County: BIG COUNTY

Agency Type Code: 1 FIPS County Code: 12345 Grade Span Low: PK
 Union ID Number: 0 Operational Status Code: 1 Grade Span High: 12

Students:

Ungraded: 0 Special Education - IEP: 0 Migrant: 0
 PK-12: 0 English Language Learners: 0

Reported Totals

TotTch:	TotDipl:	TotOHC:	TotDO7:	TotDO8:	TotDO9:	TotDO10:	TotDO11:	TotDO12:
316.9	272	2	0	0	4	8	21	19

Save Work Cancel Changes Previous Page Next Page Assoc. Schools Exit

Use the **TAB** or **Enter** key to move from data cell to data cell.

The arrow keys navigate within a data field. Use **Shift TAB** to backup to the previous data field.

Press **Save Work** to save revisions/corrections made to data cells.

Press **Cancel Changes** to cancel revisions/corrections to data cells on the current screen. The screen redisplay the original data.

Press **Previous Page** to move back to a previous data screen within an agency/school.

Press **Next Page** to move forward to another data screen within an agency/school.

Press | < for the Software to access the first record in the file.

Press < for the Software to access the previous record in the file.

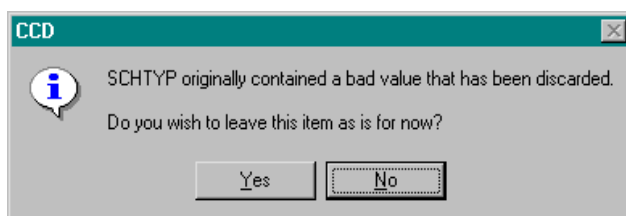
Press > for the Software to access the next record in the file.

Press > | for the Software to access the last record in the file.

Press **Assoc Schools** to display state schools associated with that agency. Press **Exit** to return to the Main Menu.

The following are general instructions for making data corrections:

- Individual entries can be adjusted by placing the cursor on a cell and entering corrected data.
- Many of the data fields have fields edit, such that data out of range is not allowed. The cursor cannot be moved off of the field until the data value has been changed.
- Some data values are allowed to be overwritten. A message appears asking if you want to leave the current value.



- In numeric data fields use the following conversions:
 1. Enter "M" or "-1" to denote missing data. A value is expected, but no value is measured.
 2. Enter "N" or "-2" to indicate not applicable data. A value is expected, but no value is measured.
 3. Enter "-3" only for those cases where a numerical value is blank. No other negative values are allowed in the data fields.

Agency Staff Information Screen - Page 2

CCD CCD - View/Update Agencies - xx Page 2

ID Page 2

Agency: AGENCY NUMBER 1 LEAID: 1000000 STID: 0000001

STAFF:

Prekindergarten Teachers:	12345	Elementary Guidance Counselors:	7.2
Kindergarten Teachers:	8	Secondary Guidance Counselors:	9.9
Elementary Teachers:	155.9	Total Guidance Counselors:	20.1
Secondary Teachers:	0	Librarians/Media Specialists:	7.2
Teachers of Ungraded Classes:	3.5	Library/Media Support Staff:	2.7
Total FTE Teachers:	316.9		
Instructional Aides:	71.6	LEA Administrators:	8
Instructional Coordinators and Supervisors:	6	LEA Administrative Support Staff:	13.4
		School Administrators:	16.7
		School Administrative Support Staff:	23.8
		Student Support Services Staff:	24
		All Other Support Staff:	0

Save Work Cancel Changes Previous Page Next Page ◀ ▶ Assoc. Schools Exit

Agency Diploma Recipients Information Screen - Page 3

CCD CCD - View/Update Agencies - xx

ID Page 3

Agency: AGENCY NUMBER 1 LEAID: 1000000 STID: 0000001

Diploma Recipients

Reported Total:	272	Black, not Hispanic - Male:	2
		Black, not Hispanic - Female:	1
		Black, not Hispanic - Gender Unknown:	0
American Indian/Alaskan Native - Male:	1	Hispanic - Male:	13
American Indian/Alaskan Native - Female:	1	Hispanic - Female:	14
American Indian/Alaskan Native - Gender Unknown:	0	Hispanic - Gender Unknown:	0
Asian/Pacific Islander - Male:	0	White, not Hispanic - Male:	98
Asian/Pacific Islander - Female:	2	White, not Hispanic - Female:	140
Asian/Pacific Islander - Gender Unknown:	0	White, not Hispanic - Gender Unknown:	0

Save Work Cancel Changes Previous Page Next Page

Assoc. Schools

Exit

Agency Other High School Completers Information Screen - Page 4

CCD - View/Update Agencies - xx Page 4

ID Page 4

Agency: AGENCY NUMBER 1 LEAID: 1000000 STID: 0000001

Other High School Completers

Reported Total:	<input type="text" value="2"/>	Black, not Hispanic - Male:	<input type="text" value="0"/>
		Black, not Hispanic - Female:	<input type="text" value="0"/>
		Black, not Hispanic - Gender Unknown:	<input type="text" value="0"/>
American Indian/Alaskan Native - Male:	<input type="text" value="0"/>	Hispanic - Male:	<input type="text" value="0"/>
American Indian/Alaskan Native - Female:	<input type="text" value="0"/>	Hispanic - Female:	<input type="text" value="0"/>
American Indian/Alaskan Native - Gender Unknown:	<input type="text" value="0"/>	Hispanic - Gender Unknown:	<input type="text" value="0"/>
Asian/Pacific Islander - Male:	<input type="text" value="0"/>	White, not Hispanic - Male:	<input type="text" value="2"/>
Asian/Pacific Islander - Female:	<input type="text" value="0"/>	White, not Hispanic - Female:	<input type="text" value="0"/>
Asian/Pacific Islander - Gender Unknown:	<input type="text" value="0"/>	White, not Hispanic - Gender Unknown:	<input type="text" value="0"/>

Save Work Cancel Changes Previous Page Next Page ◀ ▶ ▶▶ Assoc. Schools Exit

Agency 7th Grade Dropouts Information Screen - Page 5
(Repeated for Grades 8 - 12)

CCD - View/Update Agencies - xx			
ID		Page 5	
Agency:	AGENCY NUMBER 1	LEAID:	1000000
		STID:	0000001
7th Grade Dropouts			
Reported Total:	<input type="text" value="0"/>	Black, not Hispanic - Male:	<input type="text" value="0"/>
		Black, not Hispanic - Female:	<input type="text" value="0"/>
		Black, not Hispanic - Gender Unknown:	<input type="text" value="0"/>
American Indian/Alaskan Native - Male:	<input type="text" value="0"/>	Hispanic - Male:	<input type="text" value="0"/>
American Indian/Alaskan Native - Female:	<input type="text" value="0"/>	Hispanic - Female:	<input type="text" value="0"/>
American Indian/Alaskan Native - Gender Unknown:	<input type="text" value="0"/>	Hispanic - Gender Unknown:	<input type="text" value="0"/>
Asian/Pacific Islander - Male:	<input type="text" value="0"/>	White, not Hispanic - Male:	<input type="text" value="0"/>
Asian/Pacific Islander - Female:	<input type="text" value="0"/>	White, not Hispanic - Female:	<input type="text" value="0"/>
Asian/Pacific Islander - Gender Unknown:	<input type="text" value="0"/>	White, not Hispanic - Gender Unknown:	<input type="text" value="0"/>
Save Work Cancel Changes Previous Page Next Page			
Assoc. Schools			
Exit			

General School Information Screen - Page 1

CCD - View/Update Schools - xx									
School:	STID:	SEASCH:	LEAID:	SCHNO:					
SCHOOL NUMBER 1	0000001	8880001	1000000	00001					
Mailing Address:					Location Address:				
Agency:	AGENCY NUMBER 1		Phone:	(123)456-7777					
Street:	111 SCHOOL DRIVE		Street:	111 SCHOOL DRIVE					
City:	BIG CITY		City:	BIG CITY					
State:	XX		State:	XX					
Zip Code:	12345	-	6789	Zip Code:	12345	-	6789		
School Type:	?	Grade Span Low:	M	Title I School:	N	Magnet:	N		
Operational Status Code:	1	Grade Span High:	N	School Wide Title I:	N	Charter:	N		
Classroom Teachers:	-1	Free Lunch Eligible:	-1	Migrant Students:	-1				
		Reduced Lunch Eligible:	-1						
		Total Free and Reduced Lunch Eligible:	-1						
Reported Student Totals by Grade									
PK:	12	1:	-2	3:	34	5:	36	7:	-2
9:	-2	11:	-2	UG:	0				
KG:	-2	2:	42	4:	22	6:	37	8:	-2
10:	-2	12:	-2	ALL:	111				
<div> <div>Save Work</div> <div>Cancel Changes</div> <div>Previous Page</div> <div>Next Page</div> <div> <div>⏪</div> <div>⏩</div> </div> <div>Hide Schools</div> <div>Exit</div> </div>									

The buttons on the bottom work the same as on the agency screens.

Press **Hide Schools** to return to the agency associated with the school.


School Prekindergarten Students Information Screen - Page 2

CCD - View/Update Schools - xx				
School:	STID:	SEASCH:	LEAID:	SCHNO:
SCHOOL NUMBER 1	0000001	8880001	1000000	00001
Prekindergarten Students				
Reported Total:	12	Black, not Hispanic - Male:	-2	
		Black, not Hispanic - Female:	-2	
		Black, not Hispanic - Gender Unknown:	-2	
American Indian/Alaskan Native - Male:	-2	Hispanic - Male:	-2	
American Indian/Alaskan Native - Female:	-2	Hispanic - Female:	-2	
American Indian/Alaskan Native - Gender Unknown:	-2	Hispanic - Gender Unknown:	-2	
Asian/Pacific Islander - Male:	-2	White, not Hispanic - Male:	-2	
Asian/Pacific Islander - Female:	-2	White, not Hispanic - Female:	-2	
Asian/Pacific Islander - Gender Unknown:	-2	White, not Hispanic - Gender Unknown:	-2	
Save Work Cancel Changes Previous Page Next Page				
				Exit


School Kindergarten Students Information Screen - Page 3

CCD - View/Update Schools - xx				
School:	STID:	SEASCH:	LEAID:	SCHNO:
SCHOOL NUMBER 1	0000001	8880001	1000000	00001
Kindergarten Students				
Reported Total:	-2	Black, not Hispanic - Male:	-2	
		Black, not Hispanic - Female:	-2	
		Black, not Hispanic - Gender Unknown:	-2	
American Indian/Alaskan Native - Male:	-2	Hispanic - Male:	-2	
American Indian/Alaskan Native - Female:	-2	Hispanic - Female:	-2	
American Indian/Alaskan Native - Gender Unknown:	-2	Hispanic - Gender Unknown:	-2	
Asian/Pacific Islander - Male:	-2	White, not Hispanic - Male:	-2	
Asian/Pacific Islander - Female:	-2	White, not Hispanic - Female:	-2	
Asian/Pacific Islander - Gender Unknown:	-2	White, not Hispanic - Gender Unknown:	-2	
Save Work Cancel Changes Previous Page Next Page				
Exit				

School Grade 1 Students Information Screen - Page 4
(Repeated for Grades 2 -12)

CCD - View /Update Schools - xx				
School:	STID:	SEASCH:	LEAID:	SCHNO:
SCHOOL NUMBER 1	0000001	8880001	1000000	00001
Grade 1 Students				
Reported Total:	-2	Black, not Hispanic - Male:	-2	
		Black, not Hispanic - Female:	-2	
		Black, not Hispanic - Gender Unknown:	-2	
American Indian/Alaskan Native - Male:	-2	Hispanic - Male:	-2	
American Indian/Alaskan Native - Female:	-2	Hispanic - Female:	-2	
American Indian/Alaskan Native - Gender Unknown:	-2	Hispanic - Gender Unknown:	-2	
Asian/Pacific Islander - Male:	-2	White, not Hispanic - Male:	-2	
Asian/Pacific Islander - Female:	-2	White, not Hispanic - Female:	-2	
Asian/Pacific Islander - Gender Unknown:	-2	White, not Hispanic - Gender Unknown:	-2	
<div>Save Work Cancel Changes Previous Page Next Page  Exit</div>				

School Ungraded Students Information Screen - Page 16

CCD - View/Update Schools - xx				
School:	STID:	SEASCH:	LEAID:	SCHNO:
SCHOOL NUMBER 1	0000001	8880001	1000000	00001
Ungraded Students				
Reported Total:	<input type="text" value="0"/>	Black, not Hispanic - Male:	<input type="text" value="0"/>	
		Black, not Hispanic - Female:	<input type="text" value="0"/>	
		Black, not Hispanic - Gender Unknown:	<input type="text" value="0"/>	
American Indian/Alaskan Native - Male:	<input type="text" value="0"/>	Hispanic - Male:	<input type="text" value="0"/>	
American Indian/Alaskan Native - Female:	<input type="text" value="0"/>	Hispanic - Female:	<input type="text" value="0"/>	
American Indian/Alaskan Native - Gender Unknown:	<input type="text" value="0"/>	Hispanic - Gender Unknown:	<input type="text" value="0"/>	
Asian/Pacific Islander - Male:	<input type="text" value="0"/>	White, not Hispanic - Male:	<input type="text" value="0"/>	
Asian/Pacific Islander - Female:	<input type="text" value="0"/>	White, not Hispanic - Female:	<input type="text" value="0"/>	
Asian/Pacific Islander - Gender Unknown:	<input type="text" value="0"/>	White, not Hispanic - Gender Unknown:	<input type="text" value="0"/>	
<div>Save Work Cancel Changes Previous Page Next Page  Exit</div>				

School All Students Information Screen - Page 17

CCD CCD - View/Update Schools - xx

School: SCHOOL NUMBER 1 STID: 0000001 SEASCH: 8880001 LEAID: 1000000 SCHNO: 00001

All Students

Reported Total:	111	Black, not Hispanic - Male:	222
		Black, not Hispanic - Female:	333
		Black, not Hispanic - Gender Unknown:	444
American Indian/Alaskan Native - Male:	222	Hispanic - Male:	888
American Indian/Alaskan Native - Female:	333	Hispanic - Female:	999
American Indian/Alaskan Native - Gender Unknown:	444	Hispanic - Gender Unknown:	111
Asian/Pacific Islander - Male:	555	White, not Hispanic - Male:	555
Asian/Pacific Islander - Female:	666	White, not Hispanic - Female:	666
Asian/Pacific Islander - Gender Unknown:	777	White, not Hispanic - Gender Unknown:	777

Save Work Cancel Changes Previous Page Next Page

Exit

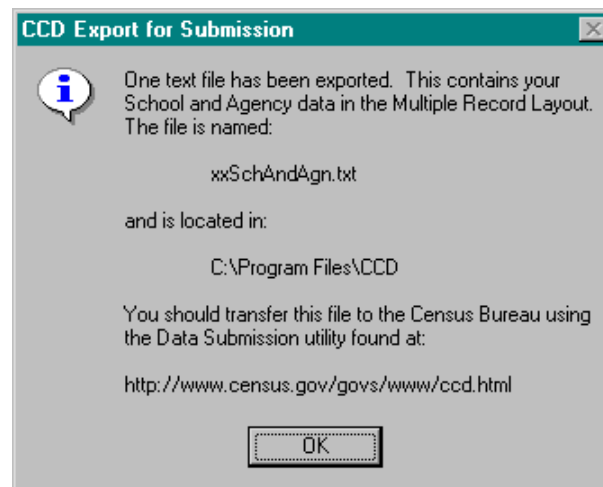
5.9 View/Update School Screens

These screens are identical to the school screens in the **View/Update Agency** screens. See 5.8 for these screens.

5.10 Export for Submission Screen

Press **Export for Submission** button to prepare and export a file for data submission.

CCD Export for Submission Screen



Access the Census Bureau web site and follow instructions to submit CCD data.

Press **OK** to return to the Main Menu.

6.0 Sending Transmission Files to the Census Bureau

All records in the database will be in the transmission file. If submitting an additional transmission, only transmit revised data or additional data. Please send an e-mail message to the following address: **govs.ccd@census.gov** identifying the fields with revised data.

Do NOT submit data on diskette.

6.1 Sending a File Utility

Using your favorite Web Browser (Netscape, Explorer....), access:

<http://www.census.gov/govs/www/ccd.html>

To submit the data electronically, access above web address. Under Data Submission, click on **Submit Data Via FTP**.

At this point:

1. Insert your e-mail address.
2. Insert name of file transmitting.
3. Press **Send File** button.

7.0 Keyboard Keys

- <Enter> <Tab> Accepts data for the current data element and moves forward to the next data field.
- <Shift> <Tab> Moves backward one data field.
- <Arrow Keys> Allows movement right and left within a data field. To move to the next field, use the **Enter** or **Tab** key.
- <Pg Up> Moves backward one screen.
- <Pg Dwn> Moves forward one screen.

Field Name	Field Position	Field Length	Description
RECTYPE	001-004	4	Record Type Code (SCID)
LEAID	005-011	7	NCES Education Agency ID
STID	012-025	14	State Education Agency ID
SCHNO	026-030	5	NCES School ID
SEASCH	031-050	20	State School ID
LEANM	051-110	60	Name of Education Agency
SCHNM	111-160	50	Name of School
PHONE	161-170	10	Telephone Number (Area Code + Phone Number)
MSTREE	171-200	30	Mailing Address
MCITY	201-230	30	City
MSTATE	231-232	2	State (PO Abbreviation)
MZIP	233-237	5	ZIP Code – Digits 1-5
MZIP4	238-241	4	ZIP Code – Digits 6-9
LSTREE	242-271	30	Location Address
LCITY	272-301	30	City
LSTATE	302-303	2	State (PO Abbreviation)
LZIP	304-308	5	ZIP Code – Digits 1-5
LZIP4	309-312	4	ZIP Code – Digits 6-9
SCHTYP	313-313	1	School Type Code
STATUS	314-314	1	Operational Status Code
GSLO	315-316	2	Grade Span Offered – Lowest grade
GSHI	317-318	2	Grade Span Offered – Highest grade
TITLE1	319-319	1	Title 1 school
STITL1	320-320	1	If yes, School-wide Title 1
MAGNET	321-321	1	Magnet school
CHARTR	322-322	1	Charter school
FTE	323-327	5	Classroom Teachers (1 explicit decimal place)
FRELCH	328-331	4	Students Eligible for Free Lunch
REDLCH	332-335	4	Students Eligible for Reduced-Price Lunch
FLE	336-339	4	Total of Free Lunch and Reduced-Price Lunch Eligible
MIGRNT	340-343	4	Migrant Students Enrolled in previous year

Students by Grade, by Race/Ethnicity, and by Gender

Prekindergarten Students

RECTYPE	001-004	4	Record Type Code (SGPK)
LEAID	005-011	7	NCES Education Agency ID
STID	012-025	14	State Education Agency ID
SCHNO	026-030	5	NCES School ID
SEASCH	031-050	20	State School ID
TOTPK	051-054	4	Total Prekindergarten students
AMPKM	055-058	4	Prekindergarten students - American Indian/Alaskan Native - male
AMPKF	059-062	4	Prekindergarten students - American Indian/Alaskan Native - female
AMPKU	063-066	4	Prekindergarten students - American Indian/Alaskan Native - gender unk
ASPKM	067-070	4	Prekindergarten students - Asian/Pacific Islander - male
ASPKF	071-074	4	Prekindergarten students - Asian/Pacific Islander - female
ASPKU	075-078	4	Prekindergarten students - Asian/Pacific Islander - gender unknown
HIPKM	079-082	4	Prekindergarten students - Hispanic - male
HIPKF	083-086	4	Prekindergarten students - Hispanic - female
HIPKU	087-090	4	Prekindergarten students - Hispanic - gender unknown
BLPKM	091-094	4	Prekindergarten students - Black, not Hispanic - male
BLPKF	095-098	4	Prekindergarten students - Black, not Hispanic - female
BLPKU	099-102	4	Prekindergarten students - Black, not Hispanic - gender unknown
WHPKM	103-106	4	Prekindergarten students - White, not Hispanic - male
WHPKF	107-110	4	Prekindergarten students - White, not Hispanic - female
WHPKU	111-114	4	Prekindergarten students - White, not Hispanic - gender unknown

Appendix A-1: School Universe Multiple Record Format

Page 40

Field Name	Field Position	Field Length	Description
Kindergarten Students			
RECTYPE	001-004	4	Record Type Code (SGKG)
LEAID	005-011	7	NCES Education Agency ID
STID	012-025	14	State Education Agency ID
SCHNO	026-030	5	NCES School ID
SEASCH	031-050	20	State School ID
TOTKG	051-054	4	Total Kindergarten students
AMKGM	055-058	4	Kindergarten students - American Indian/Alaska Native - male
AMKGF	059-062	4	Kindergarten students - American Indian/Alaska Native - female
AMKGU	063-066	4	Kindergarten students - American Indian/Alaska Native - gender unk
ASKGM	067-070	4	Kindergarten students - Asian/Pacific Islander - male
ASKGF	071-074	4	Kindergarten students - Asian/Pacific Islander - female
ASKGU	075-078	4	Kindergarten students - Asian/Pacific Islander - gender unknown
HIKGM	079-082	4	Kindergarten students - Hispanic - male
HIKGF	083-086	4	Kindergarten students - Hispanic - female
HIKGU	087-090	4	Kindergarten students - Hispanic - gender unknown
BLKGM	091-094	4	Kindergarten students - Black, not Hispanic - male
BLKGF	095-098	4	Kindergarten students - Black, not Hispanic - female
BLKGU	099-102	4	Kindergarten students - Black, not Hispanic - gender unknown
WHKGM	103-106	4	Kindergarten students - White, not Hispanic - male
WHKGF	107-110	4	Kindergarten students - White, not Hispanic - female
WHKGU	111-114	4	Kindergarten students - White, not Hispanic - gender unknown
Grade 01 Students			
RECTYPE	001-004	4	Record Type Code (SG01)
LEAID	005-011	7	NCES Education Agency ID
STID	012-025	14	State Education Agency ID
SCHNO	026-030	5	NCES School ID
SEASCH	031-050	20	State School ID
TOT01	051-054	4	Total Grade 1 students
AM01M	055-058	4	Grade 1 students - American Indian/Alaska Native - male
AM01F	059-062	4	Grade 1 students - American Indian/Alaska Native - female
AM01U	063-066	4	Grade 1 students - American Indian/Alaska Native - gender unknown
AS01M	067-070	4	Grade 1 students - Asian/Pacific Islander - male
AS01F	071-074	4	Grade 1 students - Asian/Pacific Islander - female
AS01U	075-078	4	Grade 1 students - Asian/Pacific Islander - gender unknown
HI01M	079-082	4	Grade 1 students - Hispanic - male
HI01F	083-086	4	Grade 1 students - Hispanic - female
HI01U	087-090	4	Grade 1 students - Hispanic - gender unknown
BL01M	091-094	4	Grade 1 students - Black, not Hispanic - male
BL01F	095-098	4	Grade 1 students - Black, not Hispanic - female
BL01U	099-102	4	Grade 1 students - Black, not Hispanic - gender unknown
WH01M	103-106	4	Grade 1 students - White, not Hispanic - male
WH01F	107-110	4	Grade 1 students - White, not Hispanic - female
WH01U	111-114	4	Grade 1 students - White, not Hispanic - gender unknown
Grade 02 Students			
RECTYPE	001-004	4	Record Type Code (SG02)
LEAID	005-011	7	NCES Education Agency ID
STID	012-025	14	State Education Agency ID
SCHNO	026-030	5	NCES School ID
SEASCH	031-050	20	State School ID
TOT02	051-054	4	Total Grade 2 students
AM02M	055-058	4	Grade 2 students - American Indian/Alaska Native - male
AM02F	059-062	4	Grade 2 students - American Indian/Alaska Native - female
AM02U	063-066	4	Grade 2 students - American Indian/Alaska Native - gender unknown
AS02M	067-070	4	Grade 2 students - Asian/Pacific Islander - male
AS02F	071-074	4	Grade 2 students - Asian/Pacific Islander - female
AS02U	075-078	4	Grade 2 students - Asian/Pacific Islander - gender unknown

Appendix A-1: School Universe Multiple Record Format

Page 41

Field Name	Field Position	Field Length	Description
HIO2M	079-082	4	Grade 2 students - Hispanic - male
HIO2F	083-086	4	Grade 2 students - Hispanic - female
HIO2U	087-090	4	Grade 2 students - Hispanic - gender unknown
BL02M	091-094	4	Grade 2 students - Black, not Hispanic - male
BL02F	095-098	4	Grade 2 students - Black, not Hispanic - female
BL02U	099-102	4	Grade 2 students - Black, not Hispanic - gender unknown
WHO2M	103-106	4	Grade 2 students - White, not Hispanic - male
WHO2F	107-110	4	Grade 2 students - White, not Hispanic - female
WHO2U	111-114	4	Grade 2 students - White, not Hispanic - gender unknown

Same record layout for grades 3 through 12. Record Type codes are SG03 through SG12.

You may omit records for grades not within the grade span of the school.

Ungraded Students

RECTYPE	001-004	4	Record Type Code - (SGUG)
LEAID	005-011	7	NCES Education Agency ID
STID	012-025	14	State Education Agency ID
SCHNO	026-030	5	NCES School ID
SEASCH	031-050	20	State School ID
TOTUG	051-054	4	Total Ungraded students
AMUGM	055-058	4	Ungraded students - American Indian/Alaska Native - male
AMUGF	059-062	4	Ungraded students - American Indian/Alaska Native - female
AMUGU	063-066	4	Ungraded students - American Indian/Alaska Native - gender unknown
ASUGM	067-070	4	Ungraded students - Asian/Pacific Islander - male
ASUGF	071-074	4	Ungraded students - Asian/Pacific Islander - female
ASUGU	075-078	4	Ungraded students - Asian/Pacific Islander - gender unknown
HIUGM	079-082	4	Ungraded students - Hispanic - male
HIUGF	083-086	4	Ungraded students - Hispanic - female
HIUGU	087-090	4	Ungraded students - Hispanic - gender unknown
BLUGM	091-094	4	Ungraded students - Black, not Hispanic - male
BLUGF	095-098	4	Ungraded students - Black, not Hispanic - female
BLUGU	099-102	4	Ungraded students - Black, not Hispanic - gender unknown
WHUGM	103-106	4	Ungraded students - White, not Hispanic - male
WHUGF	107-110	4	Ungraded students - White, not Hispanic - female
WHUGU	111-114	4	Ungraded students - White, not Hispanic - gender unknown

Total Students

RECTYPE	001-004	4	Record Type Code (SGAL)
LEAID	005-011	7	NCES Education Agency ID
STID	012-025	14	State Education Agency ID
SCHNO	026-030	5	NCES School ID
SEASCH	031-050	20	State School ID
TOTAL	051-054	4	Total students, All Grades
AMALM	055-058	4	Total students, All Grades - American Indian/Alaska Native- male
AMALF	059-062	4	Total students, All Grades - American Indian/Alaska Native- female
AMALU	063-066	4	Total students, All Grades - American Indian/Alaska Native- gender unk
ASALM	067-070	4	Total students, All Grades - Asian/Pacific Islander - male
ASALF	071-074	4	Total students, All Grades - Asian/Pacific Islander - female
ASALU	075-078	4	Total students, All Grades - Asian/Pacific Islander - gender unknown
HIALM	079-082	4	Total students, All Grades - Hispanic - male
HIALF	083-086	4	Total students, All Grades - Hispanic - female
HIALU	087-090	4	Total students, All Grades - Hispanic - gender unknown
BLALM	091-094	4	Total students, All Grades - Black, not Hispanic - male
BLALF	095-098	4	Total students, All Grades - Black, not Hispanic - female
BLALU	099-102	4	Total students, All Grades - Black, not Hispanic - gender unknown
WHALM	103-106	4	Total students, All Grades - White, not Hispanic - male
WHALF	107-110	4	Total students, All Grades - White, not Hispanic - female
WHALU	111-114	4	Total students, All Grades - White, not Hispanic - gender unknown

Field Name	Field Position	Field Length	Description
LEAID	0001-0007	7	NCES Education Agency ID
STID	0008-0021	14	State Education Agency ID
SCHNO	0022-0026	5	NCES School ID
SEASCH	0027-0046	20	State School ID
LEANM	0047-0106	60	Name of Education Agency
SCHNM	0107-0156	50	Name of School
PHONE	0157-0166	10	Telephone number (Area Code + Phone Number)
MSTREE	0167-0196	30	Mailing Address
MCITY	0197-0226	30	City
MSTATE	0227-0228	2	State (PO Abbreviation)
MZIP	0229-0233	5	ZIP Code – digits 1-5
MZIP4	0234-0237	4	ZIP Code – digits 6-9
LSTREE	0238-0267	30	Location Address
LCITY	0268-0297	30	City
LSTATE	0298-0299	2	State (PO Abbreviation)
LZIP	0300-0304	5	ZIP Code – Digits 1-5
LZIP4	0305-0308	4	ZIP Code – Digits 6-9
SCHTYP	0309-0309	1	School Type Code
STATUS	0310-0310	1	Operational Status Code
GSLO	0311-0312	2	Grade Span Offered – Lowest Grade
GSHI	0313-0314	2	Grade Span Offered - Highest Grade
TITLE1	0315-0315	1	Title 1 School
STITL1	0316-0316	1	If yes, school-wide Title 1
MAGNET	0317-0317	1	Magnet school
CHARTR	0318-0318	1	Charter school
FTE	0319-0323	5	Classroom Teachers (1 explicit decimal place)
FRELCH	0324-0327	4	Students Eligible for Free Lunch
REDLCH	0328-0331	4	Students Eligible for Reduced-Price Lunch
FLE	0332-0335	4	Total of Free Lunch Eligible and Reduced-Price Lunch Eligible
MIGRNT	0336-0339	4	Migrant students enrolled in previous year
Students by Grade, by Race/Ethnicity, and by Gender:			
Prekindergarten Students			
TOTPK	0340-0343	4	Total Prekindergarten students
AMPKM	0344-0347	4	Prekindergarten students - Amer Indian/Alaska Native- male
AMPKF	0348-0351	4	Prekindergarten students - Amer Indian/Alaska Native- female
AMPKU	0352-0355	4	Prekindergarten students - Amer Indian/Alaska Native- gender unk
ASPKM	0356-0359	4	Prekindergarten students - Asian/Pacific Islander - male
ASPKF	0360-0363	4	Prekindergarten students - Asian/Pacific Islander - female
ASPKU	0364-0367	4	Prekindergarten students - Asian/Pacific Islander - gender unknown
HIPKM	0368-0371	4	Prekindergarten students - Hispanic - male
HIPKF	0372-0375	4	Prekindergarten students - Hispanic - female
HIPKU	0376-0379	4	Prekindergarten students - Hispanic - gender unknown
BLPKM	0380-0383	4	Prekindergarten students - Black, not Hispanic - male
BLPKF	0384-0387	4	Prekindergarten students - Black, not Hispanic - female
BLPKU	0388-0391	4	Prekindergarten students - Black, not Hispanic - gender unknown
WHPKM	0392-0395	4	Prekindergarten students - White, not Hispanic - male
WHPKF	0396-0399	4	Prekindergarten students - White, not Hispanic - female
WHPKU	0400-0403	4	Prekindergarten students - White, not Hispanic - gender unknown
Kindergarten Students			
TOTKG	0404-0407	4	Total Kindergarten students
AMKGM	0408-0411	4	Kindergarten students - American Indian/Alaska Native - male
AMKGF	0412-0415	4	Kindergarten students - American Indian/Alaska Native - female
AMKGU	0416-0419	4	Kindergarten students - American Indian/Alaska Native - gender unk
ASKGM	0420-0423	4	Kindergarten students - Asian/Pacific Islander - male
ASKGF	0424-0427	4	Kindergarten students - Asian/Pacific Islander - female
ASKGU	0428-0431	4	Kindergarten students - Asian/Pacific Islander - gender unknown
HIKGM	0432-0435	4	Kindergarten students - Hispanic - male

Field Name	Field Position	Field Length	Description
HIKGF	0436-0439	4	Kindergarten students - Hispanic - female
HIKGU	0440-0443	4	Kindergarten students - Hispanic - gender unknown
BLKGM	0444-0447	4	Kindergarten students - Black, not Hispanic - male
BLKGF	0448-0451	4	Kindergarten students - Black, not Hispanic - female
BLKGU	0452-0455	4	Kindergarten students - Black, not Hispanic - gender unknown
WHKGM	0456-0459	4	Kindergarten students - White, not Hispanic - male
WHKGF	0460-0463	4	Kindergarten students - White, not Hispanic - female
WHKGU	0464-0467	4	Kindergarten students - White, not Hispanic - gender unknown
Grade 01 Students			
TOT01	0468-0471	4	Total Grade 1 students
AM01M	0472-0475	4	Grade 1 students - Amer Indian/Alaska Native - male
AM01F	0476-0479	4	Grade 1 students - Amer Indian/Alaska Native - female
AM01U	0480-0483	4	Grade 1 students - Amer Indian/Alaska Native - gender unknown
AS01M	0484-0487	4	Grade 1 students - Asian/Pacific Islander - male
AS01F	0488-0491	4	Grade 1 students - Asian/Pacific Islander - female
AS01U	0492-0495	4	Grade 1 students - Asian/Pacific Islander - gender unknown
HI01M	0496-0499	4	Grade 1 students - Hispanic - male
HI01F	0500-0503	4	Grade 1 students - Hispanic - female
HI01U	0504-0507	4	Grade 1 students - Hispanic - gender unknown
BL01M	0508-0511	4	Grade 1 students - Black, not Hispanic - male
BL01F	0512-0515	4	Grade 1 students - Black, not Hispanic - female
BL01U	0516-0519	4	Grade 1 students - Black, not Hispanic - gender unknown
WH01M	0520-0523	4	Grade 1 students - White, not Hispanic - male
WH01F	0524-0527	4	Grade 1 students - White, not Hispanic - female
WH01U	0528-0531	4	Grade 1 students - White, not Hispanic - gender unknown
Grade 02 Students			
TOT02	0532-0535	4	Total Grade 2 students
AM02M	0536-0539	4	Grade 2 students - Amer Indian/Alaska Native - male
AM02F	0540-0543	4	Grade 2 students - Amer Indian/Alaska Native - female
AM02U	0544-0547	4	Grade 2 students - Amer Indian/Alaska Native - gender unknown
AS02M	0548-0551	4	Grade 2 students - Asian/Pacific Islander - male
AS02F	0552-0555	4	Grade 2 students - Asian/Pacific Islander - female
AS02U	0556-0559	4	Grade 2 students - Asian/Pacific Islander - gender unknown
HI02M	0560-0563	4	Grade 2 students - Hispanic - male
HI02F	0564-0567	4	Grade 2 students - Hispanic - female
HI02U	0568-0571	4	Grade 2 students - Hispanic - gender unknown
BL02M	0572-0575	4	Grade 2 students - Black, not Hispanic - male
BL02F	0576-0579	4	Grade 2 students - Black, not Hispanic - female
BL02U	0580-0583	4	Grade 2 students - Black, not Hispanic - gender unknown
WH02M	0584-0587	4	Grade 2 students - White, not Hispanic - male
WH02F	0588-0591	4	Grade 2 students - White, not Hispanic - female
WH02U	0592-0595	4	Grade 2 students - White, not Hispanic - gender unknown
Grade 03 Students			
TOT03	0596-0599	4	Total Grade 3 students
AM03M	0600-0603	4	Grade 3 students - Amer Indian/Alaska Native - male
AM03F	0604-0607	4	Grade 3 students - Amer Indian/Alaska Native - female
AM03U	0608-0611	4	Grade 3 students - Amer Indian/Alaska Native - gender unknown
AS03M	0612-0615	4	Grade 3 students - Asian/Pacific Islander - male
AS03F	0616-0619	4	Grade 3 students - Asian/Pacific Islander - female
AS03U	0620-0623	4	Grade 3 students - Asian/Pacific Islander - gender unknown
HI03M	0624-0627	4	Grade 3 students - Hispanic - male
HI03F	0628-0631	4	Grade 3 students - Hispanic - female
HI03U	0632-0635	4	Grade 3 students - Hispanic - gender unknown
BL03M	0636-0639	4	Grade 3 students - Black, not Hispanic - male
BL03F	0640-0643	4	Grade 3 students - Black, not Hispanic - female
BL03U	0644-0647	4	Grade 3 students - Black, not Hispanic - gender unknown
WH03M	0648-0651	4	Grade 3 students - White, not Hispanic - male

Field Name	Field Position	Field Length	Description
WH03F	0652-0655	4	Grade 3 students - White, not Hispanic - female
WH03U	0656-0659	4	Grade 3 students - White, not Hispanic - gender unknown
Grade 04 Students			
TOT04	0660-0663	4	Total Grade 4 students
AM04M	0664-0667	4	Grade 4 students - Amer Indian/Alaska Native - male
AM04F	0668-0671	4	Grade 4 students - Amer Indian/Alaska Native - female
AM04U	0672-0675	4	Grade 4 students - Amer Indian/Alaska Native - gender unknown
AS04M	0676-0679	4	Grade 4 students - Asian/Pacific Islander - male
AS04F	0680-0683	4	Grade 4 students - Asian/Pacific Islander - female
AS04U	0684-0687	4	Grade 4 students - Asian/Pacific Islander - gender unknown
HI04M	0688-0691	4	Grade 4 students - Hispanic - male
HI04F	0692-0695	4	Grade 4 students - Hispanic - female
HI04U	0696-0699	4	Grade 4 students - Hispanic - gender unknown
BLO4M	0700-0703	4	Grade 4 students - Black, not Hispanic - male
BLO4F	0704-0707	4	Grade 4 students - Black, not Hispanic - female
BLO4U	0708-0711	4	Grade 4 students - Black, not Hispanic - gender unknown
WH04M	0712-0715	4	Grade 4 students - White, not Hispanic - male
WH04F	0716-0719	4	Grade 4 students - White, not Hispanic - female
WH04U	0720-0723	4	Grade 4 students - White, not Hispanic - gender unknown
Grade 05 Students			
TOT05	0724-0727	4	Total Grade 5 students
AM05M	0728-0731	4	Grade 5 students - Amer Indian/Alaska Native - male
AM05F	0732-0735	4	Grade 5 students - Amer Indian/Alaska Native - female
AM05U	0736-0739	4	Grade 5 students - Amer Indian/Alaska Native - gender unknown
AS05M	0740-0743	4	Grade 5 students - Asian/Pacific Islander - male
AS05F	0744-0747	4	Grade 5 students - Asian/Pacific Islander - female
AS05U	0748-0751	4	Grade 5 students - Asian/Pacific Islander - gender unknown
HI05M	0752-0755	4	Grade 5 students - Hispanic - male
HI05F	0756-0759	4	Grade 5 students - Hispanic - female
HI05U	0760-0763	4	Grade 5 students - Hispanic - gender unknown
BLO5M	0764-0767	4	Grade 5 students - Black, not Hispanic - male
BLO5F	0768-0771	4	Grade 5 students - Black, not Hispanic - female
BLO5U	0772-0775	4	Grade 5 students - Black, not Hispanic - gender unknown
WH05M	0776-0779	4	Grade 5 students - White, not Hispanic - male
WH05F	0780-0783	4	Grade 5 students - White, not Hispanic - female
WH05U	0784-0787	4	Grade 5 students - White, not Hispanic - gender unknown
Grade 06 Students			
TOT06	0788-0791	4	Total Grade 6 students
AM06M	0792-0795	4	Grade 6 students - American Indian/Alaska Native - male
AM06F	0796-0799	4	Grade 6 students - American Indian/Alaska Native - female
AM06U	0800-0803	4	Grade 6 students - American Indian/Alaska Native - gender unknown
AS06M	0804-0807	4	Grade 6 students - Asian/Pacific Islander - male
AS06F	0808-0811	4	Grade 6 students - Asian/Pacific Islander - female
AS06U	0812-0815	4	Grade 6 students - Asian/Pacific Islander - gender unknown
HI06M	0816-0819	4	Grade 6 students - Hispanic - male
HI06F	0820-0823	4	Grade 6 students - Hispanic - female
HI06U	0824-0827	4	Grade 6 students - Hispanic - gender unknown
BLO6M	0828-0831	4	Grade 6 students - Black, not Hispanic - male
BLO6F	0832-0835	4	Grade 6 students - Black, not Hispanic - female
BLO6U	0836-0839	4	Grade 6 students - Black, not Hispanic - gender unknown
WH06M	0840-0843	4	Grade 6 students - White, not Hispanic - male
WH06F	0844-0847	4	Grade 6 students - White, not Hispanic - female
WH06U	0848-0851	4	Grade 6 students - White, not Hispanic - gender unknown
Grade 07 Students			
TOT07	0852-0855	4	Total Grade 7 students
AM07M	0856-0859	4	Grade 7 students - Amer Indian/Alaska Native - male
AM07F	0860-0863	4	Grade 7 students - Amer Indian/Alaska Native - female

Field Name	Field Position	Field Length	Description
AM07U	0864-0867	4	Grade 7 students - Amer Indian/Alaska Native - gender unknown
AS07M	0868-0871	4	Grade 7 students - Asian/Pacific Islander - male
AS07F	0872-0875	4	Grade 7 students - Asian/Pacific Islander - female
AS07U	0876-0879	4	Grade 7 students - Asian/Pacific Islander - gender unknown
HI07M	0880-0883	4	Grade 7 students - Hispanic - male
HI07F	0884-0887	4	Grade 7 students - Hispanic - female
HI07U	0888-0891	4	Grade 7 students - Hispanic - gender unknown
BL07M	0892-0895	4	Grade 7 students - Black, not Hispanic - male
BL07F	0896-0899	4	Grade 7 students - Black, not Hispanic - female
BL07U	0900-0903	4	Grade 7 students - Black, not Hispanic - gender unknown
WH07M	0904-0907	4	Grade 7 students - White, not Hispanic - male
WH07F	0908-0911	4	Grade 7 students - White, not Hispanic - female
WH07U	0912-0915	4	Grade 7 students - White, not Hispanic - gender unknown
Grade 08 Students			
TOT08	0916-0919	4	Total Grade 8 students
AM08M	0920-0923	4	Grade 8 students - Amer Indian/Alaska Native - male
AM08F	0924-0927	4	Grade 8 students - Amer Indian/Alaska Native - female
AM08U	0928-0931	4	Grade 8 students - Amer Indian/Alaska Native - gender unknown
AS08M	0932-0935	4	Grade 8 students - Asian/Pacific Islander - male
AS08F	0936-0939	4	Grade 8 students - Asian/Pacific Islander - female
AS08U	0940-0943	4	Grade 8 students - Asian/Pacific Islander - gender unknown
HI08M	0944-0947	4	Grade 8 students - Hispanic - male
HI08F	0948-0951	4	Grade 8 students - Hispanic - female
HI08U	0952-0955	4	Grade 8 students - Hispanic - gender unknown
BL08M	0956-0959	4	Grade 8 students - Black, not Hispanic - male
BL08F	0960-0963	4	Grade 8 students - Black, not Hispanic - female
BL08U	0964-0967	4	Grade 8 students - Black, not Hispanic - gender unknown
WH08M	0968-0971	4	Grade 8 students - White, not Hispanic - male
WH08F	0972-0975	4	Grade 8 students - White, not Hispanic - female
WH08U	0976-0979	4	Grade 8 students - White, not Hispanic - gender unknown
Grade 09 Students			
TOT09	0980-0983	4	Total Grade 9 students
AM09M	0984-0987	4	Grade 9 students - American Indian/Alaska Native - male
AM09F	0988-0991	4	Grade 9 students - American Indian/Alaska Native - female
AM09U	0992-0995	4	Grade 9 students - American Indian/Alaska Native - gender unknown
AS09M	0996-0999	4	Grade 9 students - Asian/Pacific Islander - male
AS09F	1000-1003	4	Grade 9 students - Asian/Pacific Islander - female
AS09U	1004-1007	4	Grade 9 students - Asian/Pacific Islander - gender unknown
HI09M	1008-1011	4	Grade 9 students - Hispanic - male
HI09F	1012-1015	4	Grade 9 students - Hispanic - female
HI09U	1016-1019	4	Grade 9 students - Hispanic - gender unknown
BL09M	1020-1023	4	Grade 9 students - Black, not Hispanic - male
BL09F	1024-1027	4	Grade 9 students - Black, not Hispanic - female
BL09U	1028-1031	4	Grade 9 students - Black, not Hispanic - gender unknown
WH09M	1032-1035	4	Grade 9 students - White, not Hispanic - male
WH09F	1036-1039	4	Grade 9 students - White, not Hispanic - female
WH09U	1040-1043	4	Grade 9 students - White, not Hispanic - gender unknown
Grade 10 Students			
TOT10	1044-1047	4	Total Grade 10 students
AM10M	1048-1051	4	Grade 10 students - Amer Indian/Alaska Native - male
AM10F	1052-1055	4	Grade 10 students - Amer Indian/Alaska Native - female
AM10U	1056-1059	4	Grade 10 students - Amer Indian/Alaska Native - gender unknown
AS10M	1060-1063	4	Grade 10 students - Asian/Pacific Islander - male
AS10F	1064-1067	4	Grade 10 students - Asian/Pacific Islander - female
AS10U	1068-1071	4	Grade 10 students - Asian/Pacific Islander - gender unknown
HI10M	1072-1075	4	Grade 10 students - Hispanic - male
HI10F	1076-1079	4	Grade 10 students - Hispanic - female

Field Name	Field Position	Field Length	Description
HI10U	1080-1083	4	Grade 10 students - Hispanic - gender unknown
BL10M	1084-1087	4	Grade 10 students - Black, not Hispanic - male
BL10F	1088-1091	4	Grade 10 students - Black, not Hispanic - female
BL10U	1092-1095	4	Grade 10 students - Black, not Hispanic - gender unknown
WH10M	1096-1099	4	Grade 10 students - White, not Hispanic - male
WH10F	1100-1103	4	Grade 10 students - White, not Hispanic - female
WH10U	1104-1107	4	Grade 10 students - White, not Hispanic - gender unknown
Grade 11 Students			
TOT11	1108-1111	4	Total Grade 11 students
AM11M	1112-1115	4	Grade 11 students - Amer Indian/Alaska Native - male
AM11F	1116-1119	4	Grade 11 students - Amer Indian/Alaska Native - female
AM11U	1120-1123	4	Grade 11 students - Amer Indian/Alaska Native - gender unknown
AS11M	1124-1127	4	Grade 11 students - Asian/Pacific Islander - male
AS11F	1128-1131	4	Grade 11 students - Asian/Pacific Islander - female
AS11U	1132-1135	4	Grade 11 students - Asian/Pacific Islander - gender unknown
HI11M	1136-1139	4	Grade 11 students - Hispanic - male
HI11F	1140-1143	4	Grade 11 students - Hispanic - female
HI11U	1144-1147	4	Grade 11 students - Hispanic - gender unknown
BL11M	1148-1151	4	Grade 11 students - Black, not Hispanic - male
BL11F	1152-1155	4	Grade 11 students - Black, not Hispanic - female
BL11U	1156-1159	4	Grade 11 students - Black, not Hispanic - gender unknown
WH11M	1160-1163	4	Grade 11 students - White, not Hispanic - male
WH11F	1164-1167	4	Grade 11 students - White, not Hispanic - female
WH11U	1168-1171	4	Grade 11 students - White, not Hispanic - gender unknown
Grade 12 Students			
TOT12	1172-1175	4	Total Grade 12 students
AM12M	1176-1179	4	Grade 12 students - Amer Indian/Alaska Native - male
AM12F	1180-1183	4	Grade 12 students - Amer Indian/Alaska Native - female
AM12U	1184-1187	4	Grade 12 students - Amer Indian/Alaska Native - gender unknown
AS12M	1188-1191	4	Grade 12 students - Asian/Pacific Islander - male
AS12F	1192-1195	4	Grade 12 students - Asian/Pacific Islander - female
AS12U	1196-1199	4	Grade 12 students - Asian/Pacific Islander - gender unknown
HI12M	1200-1203	4	Grade 12 students - Hispanic - male
HI12F	1204-1207	4	Grade 12 students - Hispanic - female
HI12U	1208-1211	4	Grade 12 students - Hispanic - gender unknown
BL12M	1212-1215	4	Grade 12 students - Black, not Hispanic - male
BL12F	1216-1219	4	Grade 12 students - Black, not Hispanic - female
BL12U	1220-1223	4	Grade 12 students - Black, not Hispanic - gender unknown
WH12M	1224-1227	4	Grade 12 students - White, not Hispanic - male
WH12F	1228-1231	4	Grade 12 students - White, not Hispanic - female
WH12U	1232-1235	4	Grade 12 students - White, not Hispanic - gender unknown
Ungraded Students			
TOTUG	1236-1239	4	Total Ungraded students
AMUGM	1240-1243	4	Ungraded students - Amer Indian/Alaska Native - male
AMUGF	1244-1247	4	Ungraded students - Amer Indian/Alaska Native - female
AMUGU	1248-1251	4	Ungraded students - Amer Indian/Alaska Native - gender unknown
ASUGM	1252-1255	4	Ungraded students - Asian/Pacific Islander - male
ASUGF	1256-1259	4	Ungraded students - Asian/Pacific Islander - female
ASUGU	1260-1263	4	Ungraded students - Asian/Pacific Islander - gender unknown
HIUGM	1264-1267	4	Ungraded students - Hispanic - male
HIUGF	1268-1271	4	Ungraded students - Hispanic - female
HIUGU	1272-1275	4	Ungraded students - Hispanic - gender unknown
BLUGM	1276-1279	4	Ungraded students - Black, not Hispanic - male
BLUGF	1280-1283	4	Ungraded students - Black, not Hispanic - female
BLUGU	1284-1287	4	Ungraded students - Black, not Hispanic - gender unknown
WHUGM	1288-1291	4	Ungraded students - White, not Hispanic - male
WHUGF	1292-1295	4	Ungraded students - White, not Hispanic - female

Appendix A-2: School Universe Long Record Format

Page 47

Field Name	Field Position	Field Length	Description
WHUGU	1296-1299	4	Ungraded students - White, not Hispanic - gender unknown
Total Students			
TOTAL	1300-1303	4	Total students, All Grades
AMALM	1304-1307	4	Total students, All Grades - Amer India/Alaskan Native- male
AMALF	1308-1311	4	Total students, All Grades - Amer India/Alaskan Native- female
AMALU	1312-1315	4	Total students, All Grades - Amer India/Alaskan Native- gender unk
ASALM	1316-1319	4	Total students, All Grades - Asian/Pacific Islander - male
ASALF	1320-1323	4	Total students, All Grades - Asian/Pacific Islander - female
ASALU	1324-1327	4	Total students, All Grades - Asian/Pacific Islander - gender unknown
HIALM	1328-1331	4	Total students, All Grades - Hispanic - male
HIALF	1332-1335	4	Total students, All Grades - Hispanic - female
HIALU	1336-1339	4	Total students, All Grades - Hispanic - gender unknown
BLALM	1340-1343	4	Total students, All Grades - Black, not Hispanic - male
BLALF	1344-1347	4	Total students, All Grades - Black, not Hispanic - female
BLALU	1348-1351	4	Total students, All Grades - Black, not Hispanic - gender unknown
WHALM	1352-1355	4	Total students, All Grades - White, not Hispanic - male
WHALF	1356-1359	4	Total students, All Grades - White, not Hispanic - female
WHALU	1360-1363	4	Total students, All Grades - White, not Hispanic - gender unknown

Appendix A-3: Agency Universe Multiple Record Format

Page 48

Field Name	Field Position	Field Length	Description
RECTYPE	001-004	4	Record Type Code (AGID)
LEAID	005-011	7	NCES Education Agency ID
STID	012-025	14	State Education Agency ID
NAME	026-085	60	Name of Education Agency
PHONE	086-095	10	Telephone Number (Area Code + Phone Number)
MSTREE	096-125	30	Mailing Address
MCITY	126-155	30	City
MSTATE	156-157	2	State (PO Abbreviation)
MZIP	158-162	5	ZIP Code – Digits 1-5
MZIP4	163-166	4	ZIP Code – Digits 6-9
LSTREE	167-196	30	Location Address
LCITY	197-226	30	City
LSTATE	227-228	2	State (PO Abbreviation)
LZIP	229-233	5	ZIP Code – Digits 1-5
LZIP4	234-237	4	ZIP Code – Digits 6-9
AGTYP	238-238	1	Education Agency Type Code
UNION	239-241	3	Supervisory Union ID Number
CONAME	242-271	30	County Name
CONUM	272-276	5	FIPS County Code
BOUND	277-277	1	Operational Status Code
GSLO	278-279	2	Grade Span Offered – Lowest Grade
GSHI	280-281	2	Grade Span Offered – Highest Grade
Students			
UG	282-288	7	Ungraded
PK12	289-295	7	PK-12
MIGRNT	296-302	7	Migrant Students served in a Summer Program
SPECED	303-309	7	Special Education - Individual Education Program (IEP)
ELL	310-316	7	English Language Learner, formerly known as LEP
Staff (one explicit decimal place):			
RECTYPE	001-004	4	Record type code (ASTF)
LEAID	005-011	7	NCES Education Agency ID
STID	012-025	14	State Education Agency ID
PKTCH	026-032	7	Prekindergarten Teachers
KGTCH	033-039	7	Kindergarten Teachers
ELMTCH	040-046	7	Elementary Teachers
SECTCH	047-053	7	Secondary Teachers
UGTCH	054-060	7	Teachers of Ungraded Classes
TOTTCH	061-067	7	Total FTE Teachers
AIDES	068-074	7	Instructional Aides
CORSUP	075-081	7	Instructional Coordinators & Supervisors
ELMGUI	082-088	7	Elementary Guidance Counselors
SECGUI	089-095	7	Secondary Guidance Counselors
TOTGUI	096-102	7	Total Guidance
LIBSPE	103-109	7	Librarians/Media Specialists
LIBSUP	110-116	7	Library/Media Support Staff
LEAADM	117-123	7	LEA Administrators
LEASUP	124-130	7	LEA Administrative Support Staff
SCHADM	131-137	7	School Administrators
SCHSUP	138-144	7	School Administrative Support Staff
STUSUP	145-151	7	Student Support Services Staff
OTHSUP	152-158	7	All Other Support Staff
Diploma Recipients by Race/Ethnicity and by Gender:			
RECTYPE	001-004	4	Record Type Code (ADPL)
LEAID	005-011	7	NCES Education Agency ID
STID	012-025	14	State Education Agency ID
TOTDPL	026-031	6	Total Diploma Recipients
AMDPLM	032-037	6	Diploma Recipients - American Indian/Alaska Native - male

Field Name	Field Position	Field Length	Description
AMDPLF	038-043	6	Diploma Recipients - American Indian/Alaska Native - female
AMDPLU	044-049	6	Diploma Recipients - Amer. Indian/Alaska Native - gender unk
ASDPLM	050-055	6	Diploma Recipients - Asian/Pacific Islander - male
ASDPLF	056-061	6	Diploma Recipients - Asian/Pacific Islander - female
ASDPLU	062-067	6	Diploma Recipients - Asian/Pacific Islander - gender unknown
HIDPLM	068-073	6	Diploma Recipients - Hispanic - male
HIDPLF	074-079	6	Diploma Recipients - Hispanic - female
HIDPLU	080-085	6	Diploma Recipients - Hispanic - gender unknown
BLDPLM	086-091	6	Diploma Recipients - Black, not Hispanic - male
BLDPLF	092-097	6	Diploma Recipients - Black, not Hispanic - female
BLDPLU	098-103	6	Diploma Recipients - Black, not Hispanic - gender unknown
WHDPLM	104-109	6	Diploma Recipients - White, not Hispanic - male
WHDPLF	110-115	6	Diploma Recipients - White, not Hispanic - female
WHDPLU	116-121	6	Diploma Recipients - White, not Hispanic - gender unknown
Other High School Completers by Race/Ethnicity and by Gender:			
RECTYPE	001-004	4	Record Type Code (AOHC)
LEAID	005-011	7	NCES Education Agency ID
STID	012-025	14	State Education Agency ID
TOTOHC	026-031	6	Total Other High School Completers
AMOHCM	032-037	6	Other H. S. Completers - American Indian/Alaska Native - male
AMOHCF	038-043	6	Other H. S. Completers - American Indian/Alaska Native - female
AMOHCU	044-049	6	Other H. S. Completers - Amer. Indian/Alaska Native - unk
ASOHCM	050-055	6	Other High School Completers - Asian/Pacific Islander - male
ASOHCF	056-061	6	Other High School Completers - Asian/Pacific Islander - female
ASOHCU	062-067	6	Other H. S. Completers - Asian/Pacific Islander - gender unknown
HIOHCM	068-073	6	Other High School Completers - Hispanic - male
HIOHCF	074-079	6	Other High School Completers - Hispanic - female
HIOHCU	080-085	6	Other High School Completers - Hispanic - gender unknown
BLOHCM	086-091	6	Other High School Completers - Black, not Hispanic - male
BLOHCF	092-097	6	Other High School Completers - Black, not Hispanic - female
BLOHCU	098-103	6	Other H. S. Completers - Black, not Hispanic - gender unknown
WHOHCM	104-109	6	Other High School Completers - White, not Hispanic - male
WHOHCF	110-115	6	Other High School Completers - White, not Hispanic - female
WHOHCU	116-121	6	Other H. S. Completers - White, not Hispanic - gender unknown
Dropouts by Grade, by Race/Ethnicity and by Gender:			
Grade 07 Dropouts			
RECTYPE	001-004	4	Record Type Code (AD07)
LEAID	005-011	7	NCES Education Agency ID
STID	012-025	14	State Education Agency ID
TOTD07	026-031	6	Total Grade 7 dropouts
AMD07M	032-037	6	Grade 7 dropouts - American Indian/Alaska Native - male
AMD07F	038-043	6	Grade 7 dropouts - American Indian/Alaska Native - female
AMD07U	044-049	6	Grade 7 dropouts - American Indian/Alaska Native - gender unk
ASD07M	050-055	6	Grade 7 dropouts - Asian/Pacific Islander - male
ASD07F	056-061	6	Grade 7 dropouts - Asian/Pacific Islander - female
ASD07U	062-067	6	Grade 7 dropouts - Asian/Pacific Islander - gender unknown
HID07M	068-073	6	Grade 7 dropouts - Hispanic - male
HID07F	074-079	6	Grade 7 dropouts - Hispanic - female
HID07U	080-085	6	Grade 7 dropouts - Hispanic - gender unknown
BLD07M	086-091	6	Grade 7 dropouts - Black, not Hispanic - male
BLD07F	092-097	6	Grade 7 dropouts - Black, not Hispanic - female
BLD07U	098-103	6	Grade 7 dropouts - Black, not Hispanic - gender unknown
WHD07M	104-109	6	Grade 7 dropouts - White, not Hispanic - male
WHD07F	110-115	6	Grade 7 dropouts - White, not Hispanic - female
WHD07U	116-121	6	Grade 7 dropouts - White, not Hispanic - gender unknown

Field Name	Field Position	Field Length	Description
Grade 08 Dropouts			
RECTYPE	001-004	4	Record Type Code (AD08)
LEAID	005-011	7	NCES Education Agency ID
STID	012-025	14	State Education Agency ID
TOTD08	026-031	6	Total Grade 8 dropouts
AMD08M	032-037	6	Grade 8 dropouts - American Indian/Alaska Native - male
AMD08F	038-043	6	Grade 8 dropouts - American Indian/Alaska Native - female
AMD08U	044-049	6	Grade 8 dropouts - American Indian/Alaska Native - gender unk
ASD08M	050-055	6	Grade 8 dropouts - Asian/Pacific Islander - male
ASD08F	056-061	6	Grade 8 dropouts - Asian/Pacific Islander - female
ASD08U	062-067	6	Grade 8 dropouts - Asian/Pacific Islander - gender unknown
HID08M	068-073	6	Grade 8 dropouts - Hispanic - male
HID08F	074-079	6	Grade 8 dropouts - Hispanic - female
HID08U	080-085	6	Grade 8 dropouts - Hispanic - gender unknown
BLD08M	086-091	6	Grade 8 dropouts - Black, not Hispanic - male
BLD08F	092-097	6	Grade 8 dropouts - Black, not Hispanic - female
BLD08U	098-103	6	Grade 8 dropouts - Black, not Hispanic - gender unknown
WHD08M	104-109	6	Grade 8 dropouts - White, not Hispanic - male
WHD08F	110-115	6	Grade 8 dropouts - White, not Hispanic - female
WHD08U	116-121	6	Grade 8 dropouts - White, not Hispanic - gender unknown
Grade 09 Dropouts			
RECTYPE	001-004	4	Record Type Code (AD09)
LEAID	005-011	7	NCES Education Agency ID
STID	012-025	14	State Education Agency ID
TOTD09	026-031	6	Total Grade 9 dropouts
AMD09M	032-037	6	Grade 9 dropouts - American Indian/Alaska Native - male
AMD09F	038-043	6	Grade 9 dropouts - American Indian/Alaska Native - female
AMD09U	044-049	6	Grade 9 dropouts - American Indian/Alaska Native - gender unk
ASD09M	050-055	6	Grade 9 dropouts - Asian/Pacific Islander - male
ASD09F	056-061	6	Grade 9 dropouts - Asian/Pacific Islander - female
ASD09U	062-067	6	Grade 9 dropouts - Asian/Pacific Islander - gender unknown
HID09M	068-073	6	Grade 9 dropouts - Hispanic - male
HID09F	074-079	6	Grade 9 dropouts - Hispanic - female
HID09U	080-085	6	Grade 9 dropouts - Hispanic - gender unknown
BLD09M	086-091	6	Grade 9 dropouts - Black, not Hispanic - male
BLD09F	092-097	6	Grade 9 dropouts - Black, not Hispanic - female
BLD09U	098-103	6	Grade 9 dropouts - Black, not Hispanic - gender unknown
WHD09M	104-109	6	Grade 9 dropouts - White, not Hispanic - male
WHD09F	110-115	6	Grade 9 dropouts - White, not Hispanic - female
WHD09U	116-121	6	Grade 9 dropouts - White, not Hispanic - gender unknown
Grade 10 Dropouts			
RECTYPE	001-004	4	Record Type Code (AD10)
LEAID	005-011	7	NCES Education Agency ID
STID	012-025	14	State Education Agency ID
TOTD10	026-031	6	Total Grade 10 dropouts
AMD10M	032-037	6	Grade 10 dropouts - American Indian/Alaska Native - male
AMD10F	038-043	6	Grade 10 dropouts - American Indian/Alaska Native - female
AMD10U	044-049	6	Grade 10 dropouts - American Indian/Alaska Native - gender unk
ASD10M	050-055	6	Grade 10 dropouts - Asian/Pacific Islander - male
ASD10F	056-061	6	Grade 10 dropouts - Asian/Pacific Islander - female
ASD10U	062-067	6	Grade 10 dropouts - Asian/Pacific Islander - gender unknown
HID10M	068-073	6	Grade 10 dropouts - Hispanic - male
HID10F	074-079	6	Grade 10 dropouts - Hispanic - female
HID10U	080-085	6	Grade 10 dropouts - Hispanic - gender unknown
BLD10M	086-091	6	Grade 10 dropouts - Black, not Hispanic - male
BLD10F	092-097	6	Grade 10 dropouts - Black, not Hispanic - female
BLD10U	098-103	6	Grade 10 dropouts - Black, not Hispanic - gender unknown

Appendix A-3: Agency Universe Multiple Record Format

Page 51

Field Name	Field Position	Field Length	Description
WHD10M	104-109	6	Grade 10 dropouts - White, not Hispanic - male
WHD10F	110-115	6	Grade 10 dropouts - White, not Hispanic - female
WHD10U	116-121	6	Grade 10 dropouts - White, not Hispanic - gender unknown
Grade 11 Dropouts			
RECTYPE	001-004	4	Record Type Code (AD11)
LEAID	005-011	7	NCES Education Agency ID
STID	012-025	14	State Education Agency ID
TOTD11	026-031	6	Total Grade 11 dropouts
AMD11M	032-037	6	Grade 11 dropouts - American Indian/Alaska Native - male
AMD11F	038-043	6	Grade 11 dropouts - American Indian/Alaska Native - female
AMD11U	044-049	6	Grade 11 dropouts - American Indian/Alaska Native - gender unk
ASD11M	050-055	6	Grade 11 dropouts - Asian/Pacific Islander - male
ASD11F	056-061	6	Grade 11 dropouts - Asian/Pacific Islander - female
ASD11U	062-067	6	Grade 11 dropouts - Asian/Pacific Islander - gender unknown
HID11M	068-073	6	Grade 11 dropouts - Hispanic - male
HID11F	074-079	6	Grade 11 dropouts - Hispanic - female
HID11U	080-085	6	Grade 11 dropouts - Hispanic - gender unknown
BLD11M	086-091	6	Grade 11 dropouts - Black, not Hispanic - male
BLD11F	092-097	6	Grade 11 dropouts - Black, not Hispanic - female
BLD11U	098-103	6	Grade 11 dropouts - Black, not Hispanic - gender unknown
WHD11M	104-109	6	Grade 11 dropouts - White, not Hispanic - male
WHD11F	110-115	6	Grade 11 dropouts - White, not Hispanic - female
WHD11U	116-121	6	Grade 11 dropouts - White, not Hispanic - gender unknown
Grade 12 Dropouts			
RECTYPE	001-004	4	Record Type Code (AD12)
LEAID	005-011	7	NCES Education Agency ID
STID	012-025	14	State Education Agency ID
TOTD12	026-031	6	Total Grade 12 dropouts
AMD12M	032-037	6	Grade 12 dropouts - American Indian/Alaska Native - male
AMD12F	038-043	6	Grade 12 dropouts - American Indian/Alaska Native - female
AMD12U	044-049	6	Grade 12 dropouts - American Indian/Alaska Native - gender unk
ASD12M	050-055	6	Grade 12 dropouts - Asian/Pacific Islander - male
ASD12F	056-061	6	Grade 12 dropouts - Asian/Pacific Islander - female
ASD12U	062-067	6	Grade 12 dropouts - Asian/Pacific Islander - gender unknown
HID12M	068-073	6	Grade 12 dropouts - Hispanic - male
HID12F	074-079	6	Grade 12 dropouts - Hispanic - female
HID12U	080-085	6	Grade 12 dropouts - Hispanic - gender unknown
BLD12M	086-091	6	Grade 12 dropouts - Black, not Hispanic - male
BLD12F	092-097	6	Grade 12 dropouts - Black, not Hispanic - female
BLD12U	098-103	6	Grade 12 dropouts - Black, not Hispanic - gender unknown
WHD12M	104-109	6	Grade 12 dropouts - White, not Hispanic - male
WHD12F	110-115	6	Grade 12 dropouts - White, not Hispanic - female
WHD12U	116-121	6	Grade 12 dropouts - White, not Hispanic - gender unknown

Field Name	Field Position	Field Length	Description
LEAID	0001-0007	7	NCES Education Agency ID
STID	0008-0021	14	State Education Agency ID
NAME	0022-0081	60	Name of Education Agency
PHONE	0082-0091	10	Telephone Number (Area Code + Phone Number)
MSTREE	0092-0121	30	Mailing Address
MCITY	0122-0151	30	City
MSTATE	0152-0153	2	State (PO Abbreviation)
MZIP	0154-0158	5	ZIP Code – Digits 1-5
MZIP4	0159-0162	4	ZIP Code – Digits 6-9
LSTREE	0163-0192	30	Location Address
LCITY	0193-0222	30	City
LSTATE	0223-0224	2	State (PO Abbreviation)
LZIP	0225-0229	5	ZIP Code – Digits 1-5
LZIP4	0230-0233	4	ZIP Code – Digits 6-9
AGTYP	0234-0234	1	Agency Type Code
UNION	0235-0237	3	Supervisory Union Number
CONAME	0238-0267	30	County Name
CONUM	0268-0272	5	FIPS County Code
BOUND	0273-0273	1	Operational Status Code
GSLO	0274-0275	2	Grade Span Offered – Lowest Grade
GSHI	0276-0277	2	Grade Span Offered – Highest Grade
Students:			
UG	0278-0284	7	Ungraded
PK12	0285-0291	7	PK - 12
MIGRNT	0292-0298	7	Migrant Students served in a Summer Program
SPECED	0299-0305	7	Special Education - Individual Education Program (IEP)
ELL	0306-0312	7	English Language Learner, formerly known as LEP
Staff (one explicit decimal place):			
PKTCH	0313-0319	7	Prekindergarten Teachers
KGTCH	0320-0326	7	Kindergarten Teachers
ELMTCH	0327-0333	7	Elementary Teachers
SECTCH	0334-0340	7	Secondary Teachers
UGTCH	0341-0347	7	Teachers of Ungraded Classes
TOTTCH	0348-0354	7	Total FTE Teachers
AIDES	0355-0361	7	Instructional Aides
CORSUP	0362-0368	7	Instructional Coordinators & Supervisors
ELMGUI	0369-0375	7	Elementary Guidance Counselors
SECGUI	0376-0382	7	Secondary Guidance Counselors
TOTGUI	0383-0389	7	Total Guidance Counselors
LIBSPE	0390-0396	7	Librarians/Media Specialists
LIBSUP	0397-0403	7	Library/Media Support Staff
LEAADM	0404-0410	7	LEA Administrators
LEASUP	0411-0417	7	LEA Administrative Support Staff
SCHADM	0418-0424	7	School Administrators
SCHSUP	0425-0431	7	School Administrative Support Staff
STUSUP	0432-0438	7	Student Support Services Staff
OTHSUP	0439-0445	7	All Other Support Services Staff
Diploma Recipients by Race/Ethnicity, and by Gender:			
TOTDPL	0446-0451	6	Total Diploma Recipients
AMDPLM	0452-0457	6	Diploma Recipients - American Indian/Alaska Native - male
AMDPLF	0458-0463	6	Diploma Recipients - American Indian/Alaska Native - female
AMDPLU	0464-0469	6	Diploma Recipients - Amer. Indian/Alaska Native - gender unk
ASDPLM	0470-0475	6	Diploma Recipients - Asian/Pacific Islander - male
ASDPLF	0476-0481	6	Diploma Recipients - Asian/Pacific Islander - female
ASDPLU	0482-0487	6	Diploma Recipients - Asian/Pacific Islander - gender unknown
HIDPLM	0488-0493	6	Diploma Recipients - Hispanic - male
HIDPLF	0494-0499	6	Diploma Recipients - Hispanic - female

Field Name	Field Position	Field Length	Description
HIDPLU	0500-0505	6	Diploma Recipients - Hispanic - gender unknown
BLDPLM	0506-0511	6	Diploma Recipients - Black, not Hispanic - male
BLDPLF	0512-0517	6	Diploma Recipients - Black, not Hispanic - female
BLDPLU	0518-0523	6	Diploma Recipients - Black, not Hispanic - gender unknown
WHDPLM	0524-0529	6	Diploma Recipients - White, not Hispanic - male
WHDPLF	0530-0535	6	Diploma Recipients - White, not Hispanic - female
WHDPLU	0536-0541	6	Diploma Recipients - White, not Hispanic - gender unknown
Other High School Completers by Race/Ethnicity, and by Gender:			
TOTOHC	0542-0547	6	Total Other High School Completers
AMOHCM	0548-0553	6	Other H. S. Completers - American Indian/Alaska Native - male
AMOHCF	0554-0559	6	Other H. S. Completers - American Indian/Alaska Native - female
AMOHCU	0560-0565	6	Other H. S. Completers - Amer. Indian/Alaska Native - unknown
ASOHCM	0566-0571	6	Other High School Completers - Asian/Pacific Islander - male
ASOHCF	0572-0577	6	Other High School Completers - Asian/Pacific Islander - female
ASOHCU	0578-0583	6	Other H. S. Completers - Asian/Pacific Islander - gender unknown
HIOHCM	0584-0589	6	Other High School Completers - Hispanic - male
HIOHCF	0590-0595	6	Other High School Completers - Hispanic - female
HIOHCU	0596-0601	6	Other High School Completers - Hispanic - gender unknown
BLOHCM	0602-0607	6	Other High School Completers - Black, not Hispanic - male
BLOHCF	0608-0613	6	Other High School Completers - Black, not Hispanic - female
BLOHCU	0614-0619	6	Other H. S. Completers - Black, not Hispanic - gender unknown
WHOHCM	0620-0625	6	Other High School Completers - White, not Hispanic - male
WHOHCF	0626-0631	6	Other High School Completers - White, not Hispanic - female
WHOHCU	0632-0637	6	Other H. S. Completers - White, not Hispanic - gender unknown
Dropouts by Grade, by Race/Ethnicity, and by Gender:			
Grade 07 Dropouts			
TOTD07	0638-0643	6	Total Grade 7 dropouts
AMD07M	0644-0649	6	Grade 7 dropouts - American Indian/Alaska Native - male
AMD07F	0650-0655	6	Grade 7 dropouts - American Indian/Alaska Native - female
AMD07U	0656-0661	6	Grade 7 dropouts - American Indian/Alaska Native - gender unk
ASD07M	0662-0667	6	Grade 7 dropouts - Asian/Pacific Islander - male
ASD07F	0668-0673	6	Grade 7 dropouts - Asian/Pacific Islander - female
ASD07U	0674-0679	6	Grade 7 dropouts - Asian/Pacific Islander - gender unknown
HID07M	0680-0685	6	Grade 7 dropouts - Hispanic - male
HID07F	0686-0691	6	Grade 7 dropouts - Hispanic - female
HID07U	0692-0697	6	Grade 7 dropouts - Hispanic - gender unknown
BLD07M	0698-0703	6	Grade 7 dropouts - Black, not Hispanic - male
BLD07F	0704-0709	6	Grade 7 dropouts - Black, not Hispanic - female
BLD07U	0710-0715	6	Grade 7 dropouts - Black, not Hispanic - gender unknown
WHD07M	0716-0721	6	Grade 7 dropouts - White, not Hispanic - male
WHD07F	0722-0727	6	Grade 7 dropouts - White, not Hispanic - female
WHD07U	0728-0733	6	Grade 7 dropouts - White, not Hispanic - gender unknown
Grade 08 Dropouts			
TOTD08	0734-0739	6	Total Grade 8 dropouts
AMD08M	0740-0745	6	Grade 8 dropouts - American Indian/Alaska Native - male
AMD08F	0746-0751	6	Grade 8 dropouts - American Indian/Alaska Native - female
AMD08U	0752-0757	6	Grade 8 dropouts - American Indian/Alaska Native - gender unk
ASD08M	0758-0763	6	Grade 8 dropouts - Asian/Pacific Islander - male
ASD08F	0764-0769	6	Grade 8 dropouts - Asian/Pacific Islander - female
ASD08U	0770-0775	6	Grade 8 dropouts - Asian/Pacific Islander- gender unknown
HID08M	0776-0781	6	Grade 8 dropouts - Hispanic - male
HID08F	0782-0787	6	Grade 8 dropouts - Hispanic - female
HID08U	0788-0793	6	Grade 8 dropouts - Hispanic - gender unknown
BLD08M	0794-0799	6	Grade 8 dropouts - Black, not Hispanic - male
BLD08F	0800-0805	6	Grade 8 dropouts - Black, not Hispanic - female
BLD08U	0806-0811	6	Grade 8 dropouts - Black, not Hispanic - gender unknown
WHD08M	0812-0817	6	Grade 8 dropouts - White, not Hispanic - male

Field Name	Field Position	Field Length	Description
WHD08F	0818-0823	6	Grade 8 dropouts - White, not Hispanic - female
WHD08U	0824-0829	6	Grade 8 dropouts - White, not Hispanic - gender unknown
Grade 09 Dropouts			
TOTD09	0830-0835	6	Total Grade 9 dropouts
AMD09M	0836-0841	6	Grade 9 dropouts - American Indian/Alaska Native - male
AMD09F	0842-0847	6	Grade 9 dropouts - American Indian/Alaska Native - female
AMD09U	0848-0853	6	Grade 9 dropouts - American Indian/Alaska Native - gender unk
ASD09M	0854-0859	6	Grade 9 dropouts - Asian/Pacific Islander - male
ASD09F	0860-0865	6	Grade 9 dropouts - Asian/Pacific Islander - female
ASD09U	0866-0871	6	Grade 9 dropouts - Asian/Pacific Islander - gender unknown
HID09M	0872-0877	6	Grade 9 dropouts - Hispanic - male
HID09F	0878-0883	6	Grade 9 dropouts - Hispanic - female
HID09U	0884-0889	6	Grade 9 dropouts - Hispanic - gender unknown
BLD09M	0890-0895	6	Grade 9 dropouts - Black, not Hispanic - male
BLD09F	0896-0901	6	Grade 9 dropouts - Black, not Hispanic - female
BLD09U	0902-0907	6	Grade 9 dropouts - Black, not Hispanic - gender unknown
WHD09M	0908-0913	6	Grade 9 dropouts - White, not Hispanic - male
WHD09F	0914-0919	6	Grade 9 dropouts - White, not Hispanic - female
WHD09U	0920-0925	6	Grade 9 dropouts - White, not Hispanic - gender unknown
Grade 10 Dropouts			
TOTD10	0926-0931	6	Total Grade 10 dropouts
AMD10M	0932-0937	6	Grade 10 dropouts - American Indian/Alaska Native - male
AMD10F	0938-0943	6	Grade 10 dropouts - American Indian/Alaska Native - female
AMD10U	0944-0949	6	Grade 10 dropouts - American Indian/Alaska Native - gender unk
ASD10M	0950-0955	6	Grade 10 dropouts - Asian/Pacific Islander - male
ASD10F	0956-0961	6	Grade 10 dropouts - Asian/Pacific Islander - female
ASD10U	0962-0967	6	Grade 10 dropouts - Asian/Pacific Islander - gender unknown
HID10M	0968-0973	6	Grade 10 dropouts - Hispanic - male
HID10F	0974-0979	6	Grade 10 dropouts - Hispanic - female
HID10U	0980-0985	6	Grade 10 dropouts - Hispanic - gender unknown
BLD10M	0986-0991	6	Grade 10 dropouts - Black, not Hispanic - male
BLD10F	0992-0997	6	Grade 10 dropouts - Black, not Hispanic - female
BLD10U	0998-1003	6	Grade 10 dropouts - Black, not Hispanic - gender unknown
WHD10M	1004-1009	6	Grade 10 dropouts - White, not Hispanic - male
WHD10F	1010-1015	6	Grade 10 dropouts - White, not Hispanic - female
WHD10U	1016-1021	6	Grade 10 dropouts - White, not Hispanic - gender unknown
Grade 11 Dropouts			
TOTD11	1022-1027	6	Total Grade 11 dropouts
AMD11M	1028-1033	6	Grade 11 dropouts - American Indian/Alaska Native - male
AMD11F	1034-1039	6	Grade 11 dropouts - American Indian/Alaska Native - female
AMD11U	1040-1045	6	Grade 11 dropouts - American Indian/Alaska Native - gender unk
ASD11M	1046-1051	6	Grade 11 dropouts - Asian/Pacific Islander - male
ASD11F	1052-1057	6	Grade 11 dropouts - Asian/Pacific Islander - female
ASD11U	1058-1063	6	Grade 11 dropouts - Asian/Pacific Islander - gender unknown
HID11M	1064-1069	6	Grade 11 dropouts - Hispanic - male
HID11F	1070-1075	6	Grade 11 dropouts - Hispanic - female
HID11U	1076-1081	6	Grade 11 dropouts - Hispanic - gender unknown
BLD11M	1082-1087	6	Grade 11 dropouts - Black, not Hispanic - male
BLD11F	1088-1093	6	Grade 11 dropouts - Black, not Hispanic - female
BLD11U	1094-1099	6	Grade 11 dropouts - Black, not Hispanic - gender unknown
WHD11M	1100-1105	6	Grade 11 dropouts - White, not Hispanic - male
WHD11F	1106-1111	6	Grade 11 dropouts - White, not Hispanic - female
WHD11U	1112-1117	6	Grade 11 dropouts - White, not Hispanic - gender unknown

Field Name	Field Position	Field Length	Description
Grade 12 Dropouts			
TOTD12	1118-1123	6	Total Grade 12 dropouts
AMD12M	1124-1129	6	Grade 12 dropouts - American Indian/Alaska Native - male
AMD12F	1130-1135	6	Grade 12 dropouts - American Indian/Alaska Native - female
AMD12U	1136-1141	6	Grade 12 dropouts - American Indian/Alaska Native - gender unk
ASD12M	1142-1147	6	Grade 12 dropouts - Asian/Pacific Islander - male
ASD12F	1148-1153	6	Grade 12 dropouts - Asian/Pacific Islander - female
ASD12U	1154-1159	6	Grade 12 dropouts - Asian/Pacific Islander - gender unknown
HID12M	1160-1165	6	Grade 12 dropouts - Hispanic - male
HID12F	1166-1171	6	Grade 12 dropouts - Hispanic - female
HID12U	1172-1177	6	Grade 12 dropouts - Hispanic - gender unknown
BLD12M	1178-1183	6	Grade 12 dropouts - Black, not Hispanic - male
BLD12F	1184-1189	6	Grade 12 dropouts - Black, not Hispanic - female
BLD12U	1190-1195	6	Grade 12 dropouts - Black, not Hispanic - gender unknown
WHD12M	1196-1201	6	Grade 12 dropouts - White, not Hispanic - male
WHD12F	1202-1207	6	Grade 12 dropouts - White, not Hispanic - female
WHD12U	1208-1213	6	Grade 12 dropouts - White, not Hispanic - gender unknown

This format allows you to import data field by field. The data must in a Microsoft Access Database. The data can be in more than one table. This file format can also be used for making corrections to data already imported. If you are making corrections or importing multiple tables select to append data instead of deleting the data.

State Agency ID (STID)	State School ID (SEASCH)- Leave this field blank for Agency data	Data Field Name (must use CCD field names)	Data Value	
Text field, Length = 14	Text field, Length = 20	Text field, Length = 8	Text field, Length = 60 (maximum length)	
Example of Agency data:				Comments
0000001		LEAID	9999999	Do not supply this record for BOUND = 3, 4, 7
0000001		NAME	AGENCY NUMBER 1	
0000001		PHONE	1234567890	
0000001		MSTREE	111 AGENCY DRIVE	
etc.				
Example of School data:				
0000001	8880001	LEAID	9999999	Do not supply this record for STATUS = 3, 4, 7
0000001	8880001	SCHNO	00001	Do not supply this record for STATUS = 3, 4, 7
0000001	8880001	LEANM	AGENCY NUMBER 1	
0000001	8880001	SCHNAM	SCHOOL NUMBER 1	
0000001	8880001	PHONE	1234567777	
0000001	8880001	MSTREE	111 SCHOOL DRIVE	
etc.				